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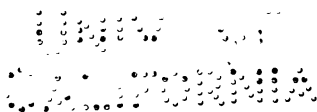
LIBRARY
OF THE
UNIVERSITY OF CALIFORNIA,

Class

The
Practical Use
of
Books and Libraries

An Elementary Manual

By
Gilbert O. Ward
Supervisor of High School Branches
Cleveland Public Library



Boston, Mass.
The Boston Book Company
1911

7711

W3

LIBRARY
SCHOOL

LIBRARIAN'S FUND

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TO THE
LIBRARY

The Riverdale Press, Brookline, Boston, Mass.

Preface

The object of this Manual is two-fold — first, to provide very elementary instruction for young persons, such as high school students and library apprentices, who do not know how to use books and libraries, and second, to serve as an outline for teachers or librarians who have to give such instruction. It is not to inform the trained student or librarian. For these reasons, the selections from the indexes, the examples of catalogue cards, the various lists, etc., are chosen not as models, but as typical illustrations. For the sake of clearness and compactness, I have purposely left out details and exceptions whenever it seemed that their absence would not be practically misleading.

The order of study and method of instruction recommended for high school classes is given in the Teaching Outline which accompanies the Manual.

I owe thanks to numerous teachers and librarians for criticism of the Manual in manuscript, and to Messrs. The Century Company, Funk & Wagnalls Company, and G. & C. Merriam Company, for permission to reproduce selections from their respective dictionaries. As to sources, I have made particular use of Dana's Bookbinding for Libraries, and Kroeger's Guide to the Study and Use of Reference Books.

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Chapter I

The Structure and Care of a Book

1. The structure of a book. — If you look through a new book carefully to see how it is put together, you will find that it is made up of a number of sections, and that each section in turn is made up of several pages. At the middle of each section in the fold between the two pages you will find several long stitches.

In the process of binding, these sections are sewed together usually by machine, each section being caught by the thread to its neighbor. A piece of thin cloth is glued or pasted over the back to reinforce the sewing, and is allowed to overhang a little on each side. Over the cloth is pasted a strip of paper, which, with the cloth and the glue, helps to keep the book together and in shape. The book is then inserted in its cover which has been separately prepared, and is pasted to the cover by the overhanging edge of cloth. In a finished book the cloth can be seen showing through the paper which is pasted on the inside of the cover. After a little use the strip of cloth gets weak, and often breaks or pulls away from the cover or from the back, or from both.

Sometimes, especially in the case of expensive books, the sewing is done by hand. In this case, the sections are sewed to a set of two or more cords or tapes running crosswise of the back of the book. The points at which the stitches at the middle of each section enter the paper show the position of the cords; and in an old book, where

two sections have worked apart, the cords can be seen. The hook is fastened to its cover by having the cords laced into or pasted to the lids. A book which is thus hand-sewed is stronger than a machine-sewed book.¹

The make-up of a book has been explained in this brief and incomplete way so as to make clearer the reasons for some of the rules for taking care of books, which follow.

2. Opening a new book. — If a new book will not stay open, do not force it. If you do, you are likely to "break its back," that is, you crack the coating of glue, cloth and paper which is keeping the book in shape, and make a permanent hinge at that place. This is bad, because the stitching at the place where the glue is broken is always thereafter overworked, as the book will always open at that spot first. It is especially bad for a book which is sewed without cords.

To open a stiff, new book, hold it with the back down on a table, letting the lids lie open so that they also touch the table. Open the leaves a short distance from the front and then an equal distance from the end, gently pressing them down; open a few more leaves at the front and again at the end, and so on until you reach the middle of the book. Do this to ease the book, a couple of times if necessary.

3. The care of borrowed books.—Handle a book gently. It strains the binding of a book to throw it or let it fall, lay it face down, strap it tightly, pick it up by one lid, lean on it when it is open or use it as a portfolio to carry notes in. For a book-mark, use a slip of paper. Do not use a match, a lead pencil or a handkerchief.

¹The processes described apply to the original binding of a book. The rebinding of public library books often differs in important respects from the original process.

Do not lay a book in a hot place, as on a radiator or near a stove. Heat dries and makes the glue more likely to crack, and warps the covers. It also causes leather bindings to rot and paper to become brittle.

Keep a book dry. Do not handle it with moist hands nor leave it in a damp place.

Keep it clean. Handle it with clean hands only. Do not mark it with pencil or pen nor make notes in it.

Handle the leaves at their outer edges only, to avoid tears. Do not crack the paper by folding the leaves or turning the corners down.

If a book borrowed from the public library gets damaged, do not try to mend it. Amateur mending is likely to make the trouble worse; for to mend a book properly usually requires some experience and skill, and sometimes the services of a professional bookbinder. Call the attention of the librarian to any damage when you take the book back, and let the library take care of it.

Always remember that the person who comes after you enjoys using a clean, fresh copy as much as you do. Moreover, library books are city property, and it is the duty of a citizen to protect them.

Chapter II

The Printed Parts of a Book

4. The printed parts of a book. — The principal parts of an ordinary book in the order in which they come are as follows: (1) title page, (2) copyright date, (3) preface, (4) table of contents, (5) list of illustrations, maps, etc., (6) the body of the book, including foot-notes, (7) appendix, (8) index.¹ Any one or all of these excepting (1) and (6) may be wanting in a given book; for instance, novels have neither (7) nor (8).

5. The pages preceding the body or text of a book are customarily numbered with Roman numerals (i, ii, iii, iv, etc.), but beginning with the first page of the text, the pages are numbered with Arabic numerals (1, 2, 3, etc.).

6. The title page. — The title page generally contains (1) the title, (2) the author's name, (3) the edition, (4) the place of publication, (5) the publisher's name, (6) the date of publication.

7. The **TITLE** of a book usually gives a hint of the book's contents; for instance, *Myths of Greece and Rome*, by Guerber, contains stories and characters from classical mythology.

¹ Other parts often met with at the beginning of a book, are: Half title (preceding the title page), publisher's announcement, frontispiece, dedication, sketch of the author and introduction. At the end of a book are sometimes found a "bibliography" or list of works written by the author, or of authorities consulted by him; "glossary" or explanatory list of unusual words; and notes.

8. The NAME OF THE AUTHOR sometimes indicates the value or importance of a book especially if the author is an authority on his subject, as for instance Professor A. B. Hart is in American history. It is often followed by the abbreviations of learned societies to which the author belongs, and by the titles of other books which he has written. Such information helps in deciding whether a writer is an authority on his subject.

9. "REVISED EDITION," "ENLARGED EDITION," "SECOND EDITION"¹ or some similar phrase on the title page usually means that a book has been corrected, rewritten or otherwise changed.

10. The PLACE OF PUBLICATION tells whether a book is published in the United States or abroad, and thus often betrays the nationality of the author. This information becomes important when the nationality of the author might affect the value of the contents of the book; for instance, an English book on locomotives is likely to be of little use to an American, because English locomotives differ from American. It should be noted that many English books are imported and sold over the names of American publishers.

11. The NAME OF THE PUBLISHER often tells whether or not the text of a book is likely to be correct. The name of a responsible publisher generally means that a book is as the author wrote it, and is free from printer's errors and from unwarranted omissions and changes. For instance, the name of a good publisher on the title page of *Treasure Island* usually means that pains have been taken to make the text as Stevenson wrote it. A list of the names of some leading publishers and a dis-

¹ "Second edition" is not to be confused with "Second impression," or "Second thousand." "Impressions" and "thousands" are not usually revised.

cussion of the use of the publisher's name in buying books are given in Chapter VIII.

12. The DATE on the title page tells when that copy of the book was printed.

13. Copyright date. — Copyright is the exclusive right secured by law to an author or an artist to publish and dispose of a work for a limited time. In the United States under the law of March 4, 1909, copyright is obtained by depositing with the Library of Congress two copies of the best edition of a work, with an application for registration and a fee of one dollar. The term of copyright is for twenty-eight years, with the right of renewal under certain conditions for twenty-eight years longer. The date of the copyright is usually printed on the back of the title page, and is followed by the name of the owner of the copyright.¹ This is important when the passage of time would affect the value of a book's contents; for instance, a book on wireless telegraphy copyrighted in 1906 and not revised, would not give the latest developments of the subject, no matter what the date on the title page might be.

When a book is revised, it usually is re-copyrighted; for instance, Myer's *Mediaeval and Modern History*, published originally in 1885, was revised and re-copyrighted in 1905.

14. Preface. — The preface usually gives the author's reasons for writing, indicates the scope of the book and the class of readers for whom the book is intended, etc.

15. Table of contents. — The table of contents is a list of the titles of the chapters in the order in which they come, with the numbers of the pages on which

¹ When an English book is imported and sold over the name of an American publisher, it usually contains no copyright notice.

the chapters begin. These titles are usually short, but sometimes are very full outlines. The table of contents is useful as a summary from which an idea of a book can be gained without having to read the book through.

16. List of illustrations. — Lists of illustrations, maps, etc., are usually arranged in the order in which the pictures occur. They give an idea of the extent to which a book is illustrated.

17. The body of the book. — The main part of a book is called the body or text of the book, and is divided into chapters as indicated by the table of contents. It is distinct from the title page, preface, etc.

Side remarks which would interrupt the thought if printed with the text, are put at the foot of the page as notes. Such notes are known as "footnotes," and may be the names of authorities for statements made on the page above, references to other books or to other pages in the same book, quotations, editor's comments, etc. Attention is called to footnotes by conventional signs such as the asterisk (*), dagger (†), etc., or superior letters (^a, ^b) or figures (¹, ²). For examples, see the footnotes in this Manual.

18. Appendix. — The appendix contains notes too long for footnotes, tables of figures, or other matter for which there is no convenient place in the body of the book; for instance, the appendix to this Manual.

19. Index. — The index is an alphabetical list of all the things described, explained, or alluded to in a book, with the numbers of the pages on which they are mentioned. It includes names of persons, places, subjects, events and cross references.¹ It is the key to the book,

¹ For explanation of cross references, see Section 44.

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and should always be used first in looking up a single point or fact.

It is entirely different from the table of contents. It is placed at the back of the book, whereas the table of contents is usually put in front. It is arranged alphabetically, whereas the table of contents follows the order in which the subjects are taken up in the book. It is detailed; the table of contents is general.

Extract from the index to Channing's *Student's History of the United States*: —

Merrimac (Virginia), 506.

Mexican War, 421-423.

Miles, General, 566.

Missouri, in Civil War, 486, 487; abolition of slavery in, 516.

Missouri Compromise, 360-363, 400.

Monitor and *Merrimac*, 506, 507.

Monmouth, battle of, 192, 193.

Extract from the index to Fiske's *War of Independence*, showing use of dash between numbers of important pages: —

Concord, 85, 86.

Congress, Continental, 79, 84, 87-90, 100-103, 106, 115-117, 161, 162, 183, 184, 191.

Extract from the index to Matthews' *Introduction to American Literature*, showing use of heavy type to indicate important pages: —

Holmes, Oliver Wendell, 17, 95, 109, 124, 148, 155, 156, 168, **170-183**, 202, 206, 208, 211, 218, 223, 224, 229, 230.

"Home Ballads," 147.

Sometimes a book will have more than one index; for instance, Guerber's *Myths of Greece and Rome* has besides its regular index an index to the poetical quotations occurring in it.

A book of poems usually has an index of first lines.
Extract from the index of first lines in Holmes' Poetical

Works: —

Hang out our banners on the stately tower! 277.

Has there any old fellow got mixed with the boys? 213.

Have I deserved your kindness? Nay, my friends, 395.

Have you heard of the wonderful one-hoss shay, 172.

A collection of poems by different authors, such as the Golden Treasury, will also often have an index of poets.

20. Rules for using the index of a book. — To use an index, look for the name of what is wanted in its alphabetical place as in a dictionary or in a telephone directory. When there are references to a number of different pages for a single subject, read carefully any descriptive notes to make sure of getting the right one. If there are no notes, but simply a list of page numbers, see if the longest reference is indicated by a dash between page numbers or otherwise. The longest reference is probably the most important.

If an index presents difficulties, turn to the beginning of it, and see if there are special directions for using it.

21. Indexes of sets. — The index to a set, that is, a work in more than one volume, is found at the end of the last volume; for instance, the index to Fiske's Old Virginia and Her Neighbors (two volumes). Such an index gives the volume number for a reference as well as the page number.

Extract from the index to Fiske's Old Virginia and Her Neighbors: —

Slavery, alleged beneficence of, i. 16; different types in Virginia and South Carolina, ii. 327; prohibited in Georgia, ii. 335; introduced there, ii. 336.

Slave hunters, Spanish, i. 149.

Slaves' collars, ii. 200.

Slaves, price of, ii. 194, 201.

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Some sets have besides the general index, an index to each volume; for instance, Rhodes's History of the United States.

22. Concordances. — Great classics such as Shakespeare and the Bible, and books of quotations, have a particular kind of index known as a "concordance." A concordance is simply a very thorough index to the *words* of a book, as distinguished from an ordinary index which brings out *subjects*. For illustration, compare the following examples with the examples of an ordinary index in section 19 and section 21. Note in these examples that an important word is put first, and the rest of the phrase is arranged after it.

Extracts from the index to Bartlett's Familiar Quotations, indexing the quotation, "Uneasy lies the head that wears a crown": —

Crown, better than his, 64.
 emperor without his, 307.
 fruitless upon my head, 121.
 head that wears a, 89.
 Head, beauteous honors on its, 337.
 coals of fire on his, 828.
 crown of his, 51.
 fame over his living, 565.
 fruitless, crown upon my, 121.
 gently lay my, 218.
 silvered o'er by time, 419.
 Uneasy lies the, 89.
 what seemed his, 228.

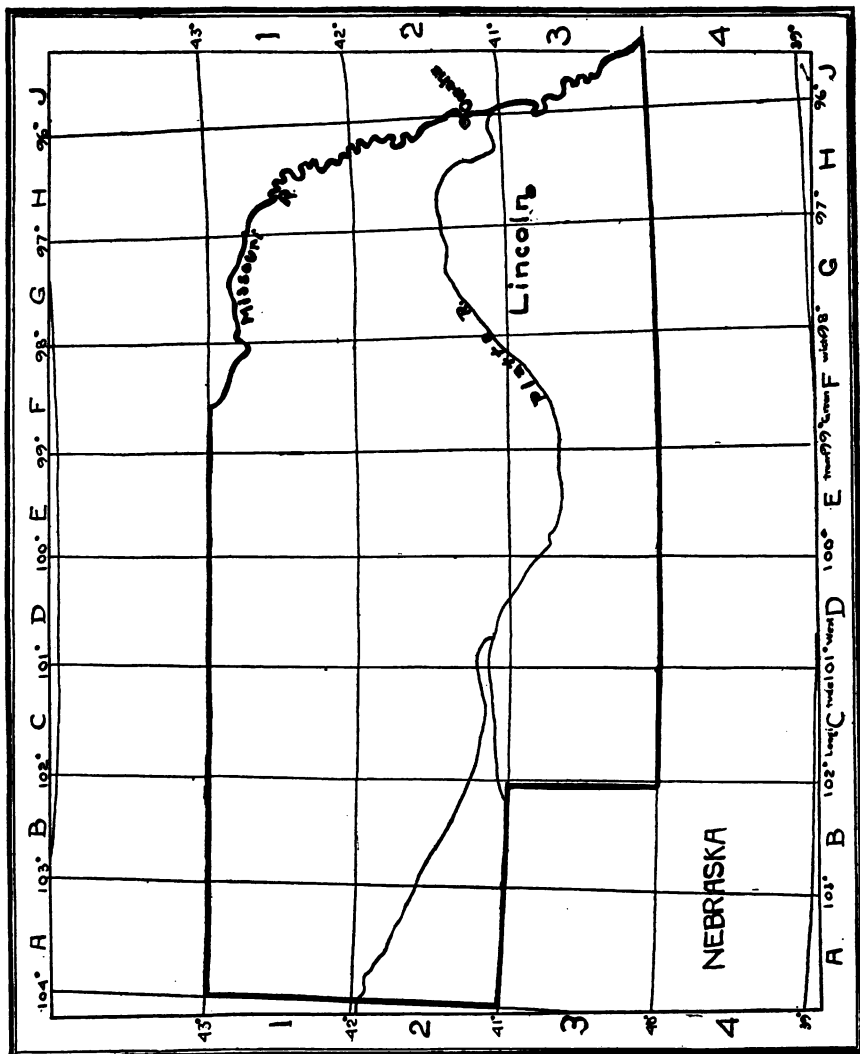
Extract from Hoyt's Cyclopedia of Practical Quotations: —

| | |
|-------------------------------|--------|
| Crown — abdicated his crown | 1 a. |
| and an immortal crown . . . | 674 a. |
| emperor without his c. . . . | 354 u. |
| head that wears a c.* | 535 g. |
| lover or crown to thee, . . | 241 h. |

In this particular book, the letter in italics following the page number indicates the place on the page where the quotation is found; and the asterisk (*) means that the author is Shakespeare.

23. The index of an atlas. — At the margins of maps are found figures which mark latitude and longitude. Between these figures there are often found in atlases other figures and letters as in the illustration on the following page.

An entry in the index of the atlas will read, "Lincoln, Neb. 47; H-3," which means that Lincoln, Neb., will be found on page or map 47, near the place where the imaginary lines H — H and 3 — 3 cross each other, or in the quadrangle in which their intersection occurs.



Chapter III

The Card Catalogue

24. As most books have a table of contents and an index, just so a library has two lists of its books known respectively as the shelf list and the card catalogue. These lists are usually typewritten or printed on cards about three inches by five inches in size, and are filed in drawers in a specially constructed cabinet. Each drawer holds several hundred cards.

25. The shelf list. — The shelf list is the library's table of contents. In it, each title in the library is represented by a single card and the cards are arranged in the order in which the books stand on the shelves, just as the table of contents follows the order of the chapters in a book. Each card contains the name of the author, the title, the call number and the "accession number," which is a number given to a volume in the order of its addition to the library.

26. The card catalogue. — The card catalogue is the index of the library, and for the high school student is more important and useful than the shelf list. In it, each book is represented by two or more cards as follows: —

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1. An AUTHOR CARD, having as heading¹ the name of the author. Example:—

291 Gayley, Charles Mills
G25 Classic myths in English literature,
 based chiefly on Bulfinch's "Age of
 fable." Ed.2. c1895.



Ed. = edition; c = copyright.

2. A TITLE CARD, having as heading the title of the book. Example:—

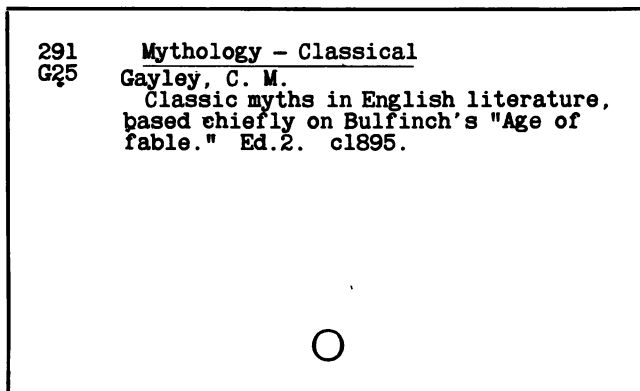
291 Classic myths in English literature
G25 Gayley, C. M.



¹ A heading is the word, phrase or name at the top of a catalogue card, by which the card is alphabetically filed. But merely introductory phrases such as "For bibliography of," "For biography of," etc., are not headings. See example *b*, page 16.

Note that the information is less full than on author or subject card.

3. A **SUBJECT CARD**, having as heading the name of the subject of which the book treats. The headings for subject cards in most libraries are in red. Example:—



Ed. = edition; c = copyright. (Underscored words in red.)

26a. Call numbers on catalogue cards.—The combination number (291-G25) in the upper left corner of each card is the book's call number. See Section 34 for an explanation of its purpose, and Section 32 for a description of how it is used.

27. Special kinds of subject cards.—(a) **Subject card for PART OF A BOOK.** This kind of card is made when a book treats separately of more subjects than one, as in the following example where a part of the book is entirely devoted to the subject of Paper. It differs from the ordinary subject card by giving the numbers of the pages on which the subject is discussed. Example:—

670 Paper
R58 Rocheleau, W. F.
Manufactures. c1900. p.138-155.



c = copyright; p. = pages. (Underscored word in red.)

(b) Subject card for BIOGRAPHY. This may have at the top of the card some such phrase as "For biography of," or include the word "biography" in the heading. Example: —

For biography of

923 Washington, George, 1st president of
W271 the United States, see
Lodge, H. C.
George Washington. 2v. 1899, c'89-98.
(American statesmen)



v. = volumes; c = copyright; () enclosing the words "American statesmen" mean that the book belongs to the "American statesmen" series. (Underscored words in red.)

(c) Subject card for CRITICISM. This may have at the top of the card the phrase "For criticism of," or include the word "criticism" in the heading. Example: —

| | |
|-------------------------|---------------------------------------|
| <i>For criticism of</i> | |
| 822 | <u>Shakespeare, William,</u> see |
| D75 | Dowden, Edward |
| | Shakspeare. n.d. (Literature primers) |
| | With bibliography. |
| ○ | |

n. d. = no date; () around the words "Literature primers" mean that the book is one of the "Literature primers" series. (Underscored words in red.)

(d) Subject card for a BIBLIOGRAPHY.¹ This card may have at the top some such phrase as "For bibliography of" or include the word "bibliography" in the heading. Example: —

¹ A bibliography is a list of the works of an author, or of the books and other literature which deal with a particular subject, for instance: A bibliography of the works of George Eliot; a bibliography of Education. A bibliography may occupy a whole book, or, as in the example cited on page 18, be a separate section or chapter. It may also occur as a paragraph at the beginning or end of a chapter or part, as in Wilson's *Division and Reunion*, or be scattered along in footnotes as in Rhodes's *History of the United States*; and in these cases the library catalogue is less likely to mention it. Bibliographies are useful when it is necessary to follow up a subject very thoroughly.

For bibliography of

822 Shakespeare, William, see
D75 Dowden, Edward
 Books useful to students of Shak-
 spere. (In his Shakspeare. n.d.
 p.166-167)



n. d. = no date; p. = pages. Note that in this case (1) the bibliography is only part of the book, and (2) the title of the bibliography is given as well as the title of the book. (Underscored words in red.)

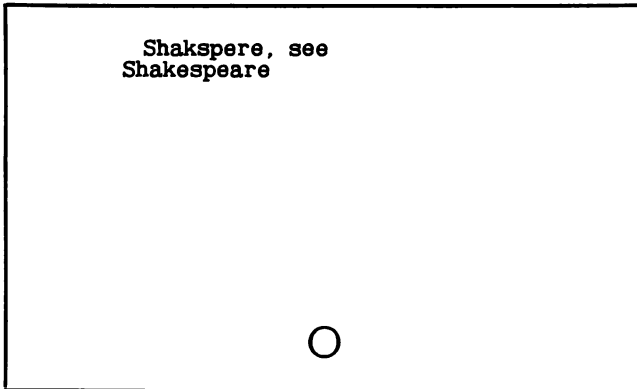
Many libraries use differently colored cards for different kinds of subjects. For instance, biography cards may be green or have green edges.

28. Author cards are made for every book; title cards, when the title is likely to be remembered; and subject cards, when the subject of the book is at all important.

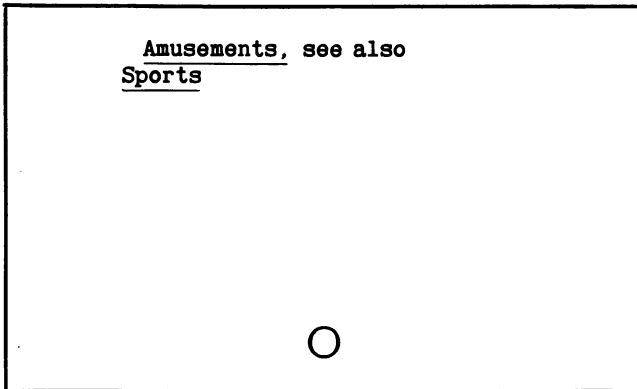
29. In addition to author, title and subject cards, catalogue cards are made with the names of EDITORS, TRANSLATORS and COMPILERS as headings, and when a book belongs to a series, for instance, Lodge's "Alexander Hamilton" in the American Statesmen series, a card is made with the name of the SERIES¹ as heading.

¹ A "series" in this sense is a number of books published in the same style, each of which is complete in itself, but all of which have some common point of interest. For instance, all the books in the American Statesmen series are devoted to the lives of American political leaders, such as Webster, Clay, Calhoun, etc.

30. Cross references and guide cards. — Cards containing cross references are often inserted to put the user of the catalogue on the right track, or to point the way to further information. Examples: —



This direction means: You will not find any cards headed "Shakspeare;" look under the differently spelled heading "Shakespeare."



This direction means: If the cards headed "Amusements" do not give you what you want, consult also the cards headed "Sports." (Underscored words in red.)

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Guide cards also are inserted at short distances. These are plain cards with words or letters printed on projecting labels; they are filed alphabetically among the other cards and help to find a heading quickly.

31. Cards of all kinds are filed together alphabetically by their headings.

32. **Using the card catalogue.** — From what has been said, it follows that the card catalogue tells what books a library has by a certain author, whether it has a book by a certain title, and what books it has on a certain subject. In using the card catalogue, therefore, look for the name of the author, the title¹ or the subject, in its alphabetical place. Make a note of the call number on a slip of paper and hand the slip to the librarian.

In making a "bibliography," that is, a list of books by a certain author or upon a certain subject, use for a short list the following forms: —

Thomas Bulfinch

| | |
|------------------|----------|
| Age of chivalry. | 398-B87 |
| Age of fable. | 292-B87a |
| Charlemagne. | 398-B87c |

Electricity

| | |
|---|------------|
| Child. How and why of electricity. | 537-C43 |
| Sloane. Electric toy making. | 537.81-S63 |
| Swoope. Lessons in practical electricity. | 537-S76 |

¹ If an article is the first word, disregard it.

In making a long list, use cards the size of a library catalogue card (3 inches by 5 inches), and make a note of one book only on each card, thus:—

| | |
|-----|-----------------------------------|
| 537 | Child |
| C43 | How and why of electricity. 1902. |

If particular pages are referred to, be sure to note them. (See section 27, example *a*.)

The cards should be kept in alphabetical order.

The advantages of a card list are that new items are easily inserted in their proper places, and items not wanted are easily thrown out.

33. Library of Congress catalogue cards. — The Library of Congress prints its catalogue cards instead of typewriting them, and offers duplicate copies for sale to other libraries. Many libraries buy these cards and use them in their catalogues wherever possible. The following example is a reduced reproduction of such a card. Note the fullness of the information; on some cards even fuller details are given, including an outline of the table of contents, etc.

Thoreau, Henry David, 1817-1862.

Walden, by Henry D. Thoreau ... illustrated by Clifton Johnson. New York, T. Y. Crowell & co. [1910]

xvi, 440 p. front., plates. 21½cm \$2.00

Title vignette: author's port.

Library of Congress

10-16739

c Aug. 5, 1910; 2c. Aug. 11, 1910; ○ A 268876; Thomas Y. Crowell & co., New York, N. Y.

1817-1862 = dates of author's birth and death; xvi = pages numbered with Roman numerals; 440 p. = pages numbered with Arabic numerals; front. = frontispiece; 21½ cm. = height in centimeters; \$2.00 = price; 10-16739 = serial number of catalogue card.

The two lines at the bottom have to do with the copyright and translated read: Copyrighted August 5, 1910; 2 copies received on August 11, 1910; copyright number is A268876; copyrighted by Thomas Y. Crowell & Co., New York, N. Y.

Chapter IV

The Numbering and Arranging of Books in Public Libraries

34. Call numbers. — To keep it in its place, and to distinguish it from every other book in the library, each book has a number printed on the back, known as the "call number." Exception: In many libraries, fiction has no call number.

This call number usually consists of two parts. The first part stands more or less exactly for the subject of the book, and is called the "class number." The second part generally stands for the author's name, and is called the "author number." Example: —

512 Fine. College Algebra.
F49

In this case 512 signifies the subject, "Algebra," and F49 stands for the name, "Fine." Note that the author number (F49) contains the initial of the author's name. Different copies of the same book will generally have the same call number.

35. Classification. — The class number of a book is assigned according to a regular system which in public libraries is oftenest the system known as the Dewey Decimal Classification.¹ This classification divides all knowledge into ten parts, and gives each part a number as follows: —

¹ An important system of classification less widely used than the Dewey, is the Cutter Expansive Classification which employs the letters of the alphabet instead of decimal figures.

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| | |
|---------------------------------------|--|
| 000 GENERAL WORKS ¹ | 600 USEFUL ARTS |
| 100 PHILOSOPHY | 700 FINE ARTS |
| 200 RELIGION | 800 LITERATURE |
| 300 SOCIOLOGY | 900 HISTORY, including GEOGRAPHY, TRAVEL and BIOGRAPHY. |
| 400 PHILOLOGY | |
| 500 NATURAL SCIENCE | |

36. Each of these parts is again divided; for instance, Natural Science (500):—

| | |
|------------------------|-------------------------|
| 510 MATHEMATICS | 560 PALEONTOLOGY |
| 520 ASTRONOMY | 570 BIOLOGY |
| 530 PHYSICS | 580 BOTANY |
| 540 CHEMISTRY | 590 ZOÖLOGY |
| 550 GEOLOGY | |

Each of these smaller parts is further sub-divided; for instance, Mathematics (510):—

| | |
|-----------------------|--|
| 511 ARITHMETIC | 514 TRIGONOMETRY |
| 512 ALGEBRA | 515 DESCRIPTIVE GEOMETRY, etc., etc. |
| 513 GEOMETRY | |

37. The subdivision of classes is frequently carried on still further; for instance, Arithmetic (511):—

| | |
|--------------------------------------|--------------------------------------|
| 511.1 SYSTEMS OF ARITHMETIC | 511.3 PRIME NUMBERS |
| 511.2 NOTATION AND NUMERATION | 511.4 FRACTIONS etc., etc. |

38. As each subject has a definite number, it is clear that if the numbers are applied to books, all books on the same subject must stand together; for instance, all ordinary algebras will have 512 for a class number. And it also is clear that books on related subjects such as Algebra (512) and Geometry (513), will usually be found near each other.

¹ Such as general encyclopedias and other works which cover too many subjects to be confined to any one of the other classes.

39. Author numbers. — The author number distinguishes a book from every other book having the same class number. In most libraries it combines the initial of the author's surname with a figure in such a way that books arranged by their author numbers stand alphabetically arranged by their authors' names.¹ (See the second example in section 40.) Example: L71 in the call number, 641-L71 (Lincoln. Boston Cook Book).

40. Arrangement of books by call numbers. — Books are arranged on the shelves from left to right first by their class numbers; and then books with the same class number are arranged by their author numbers.

Example of books arranged by class numbers: —

| | | |
|--|---|---|
| HEILPRIN — THE EARTH AND ITS STORY — 551 H41 | MARTIN — STORY OF A PIECE OF COAL — 553.2 M42 | DANA — HOW TO KNOW THE WILD FLOWERS — 580 D19 |
|--|---|---|

Example of books with the same class number arranged by author numbers: —

| | | |
|---|--|--|
| KEELER — OUR NATIVE TREES — 582 K15 | LOUNSBURY — GUIDE TO THE TREES — 582 L93 | MATHEWS — FAMILIAR TREES AND THEIR LEAVES — 582 M47 |
|---|--|--|

¹ This form of author number is known by librarians as a "Cutter" number, from the name of its inventor.

40a. For the sake of convenience, a library will sometimes make exceptions from the scheme of classification and arrangement outlined in this chapter. For instance, works of fiction in most libraries receive no class number, and in many libraries no call number of any kind. In the first case, works of fiction may receive and be arranged by an author number. (See section 39.) In the second case, they are directly arranged in alphabetical order by their authors' names; and several books by the same author are arranged alphabetically by their titles. Individual biography¹ when it has no class number usually gets some distinguishing mark, as for instance a letter "B," and in addition to the "B" a number or numbers which arrange it alphabetically by the name of the person who is its subject.

The local library must be specially studied for its peculiarities.

41. To find a book. — Get its call number from the card catalogue. Look on the shelves, first for the class number, and then for the author number. These numbers should be read as decimals and not as whole numbers.

When a book has no call number, or its call number is unlike those described, ask the librarian to explain.

¹ Biography is called "individual" when a whole book devotes itself to the life of but one person, for instance, Franklin's Autobiography. It is so called to distinguish it from "collective" biography which is the term applied to a book which contains separate accounts of the lives of more persons than one, for instance, Lippincott's Biographical Dictionary.

Chapter V

Reference Books

42. Definition of a reference book.¹— A reference book is a book which is used for looking up particular points rather than for reading through. By a "particular point" is meant any fact that can be stated in a word, a line, a paragraph or a short article; for instance, the population of Cleveland, a batting average, the name of the United States ambassador to Great Britain, the date of the first steamboat, how to pronounce "Achilles," a short account of the life of Tennyson, etc., etc.

Any book may be used as a reference book, but the term "reference book" is usually limited to one which has a great deal of information packed into a small space and not arranged for consecutive reading. The information is often arranged alphabetically as in the dictionary and the encyclopedia. If not, the key to the contents is found in the index, as in the World Almanac, or in the table of contents..

For convenience sake, reference books are kept by themselves in a different part of the library from the circulating books.

43. Date. — The date of copyright is very important when the completeness or correctness of information would be affected by the passage of time. For instance, no mention of Mark Twain's death (1910) or of this year's

¹ The term reference book in public libraries is also used to include many books that do not circulate outside the library either on account of their character or their value.— *Kroeger*.

developments in aeroplanes would be found in an encyclopedia published in 1907.

44. Cross references. — Cross references are directions to look somewhere else for further information. They may occur in the body of any book, in an index, in an article or in a card catalogue.

They generally include some phrase such as **SEE**, or **SEE ALSO**, or abbreviation such as *v.* (Latin, *vide* = see), or *cf.* (Latin, *confer* = compare), together with the page number, chapter number, heading of article, name of book, etc., to which reference is made. Sometimes, however, the connecting phrase is omitted, and the heading to which reference is made stands without explanation, as **OLD TESTAMENT, BIBLE**, instead of **OLD TESTAMENT, see BIBLE**.

45. Cross references are made when another passage or article will throw light on the subject being discussed; and such often use the phrase *See also*, as **NEWSPAPERS, see also PRINTING**. Cross references are also made when there are two names for the same thing, as **JOVE, see JUPITER**; or two ways of spelling the same name, as **SHAKSPERE, see SHAKESPEARE**; or when two subjects are so closely related as to be more conveniently discussed under one heading, as **VENTILATION, see HEATING AND VENTILATION**. In these cases, to save space, all the information is put under one heading, and a cross reference is made from the other.

46. Rule for using reference books. — If the contents are arranged alphabetically look for a subject in its alphabetical place; if not, consult the index, or if there is no index, the table of contents.

In looking up proper names, one should remember that different persons or places often have the same

name; for instance, Erie (a lake, or a city of Pennsylvania); John Brown (an American Abolitionist, or the author of "Rab and His Friends"); Cleveland (a city of Ohio, a region of England, or an ex-president of the United States).

Look at the copyright date.

47. The encyclopedia.¹—Encyclopedias are usually works in many volumes which contain thousands of articles on practically all subjects of human knowledge. Each article has as heading the name of the subject which it treats of; and all articles are arranged in alphabetical order so that the first volume begins with A, and the last volume ends with words in Z.

On the back of each volume are printed the names, or the first few letters of the names of the first and last article in that volume; so that without taking a volume down, one can tell whether or not a word will be included in it. At the top of each page are printed the first and the last heading appearing on it.

When several persons and places have the same name, the names of places are kept by themselves and the names of persons by themselves. Monarchs of the same country and with the same name are kept² together and arranged by number, for instance: Charles I, Charles II, of England; Charles I, Charles II, etc., of Spain. Ordinary persons with the same surname are² arranged alphabetically by their Christian names, for instance, Brown, Charles; Brown, John. When the full names

¹ The word "encyclopedia," spelled also "encyclopædia," "cyclopedia" and "cyclopædia," is often applied to a comprehensive work on any branch of knowledge, especially when the contents are alphabetically arranged. The form "cyclopedia" is often used in this way. "Encyclopedia" comes from two Greek words, *enkyklios paideia* = a "circular," that is "complete," education; *enkyklios* from *en* = in, and *kyklos* = a circle; *paideia* from *pais* = a boy.

² Usually.

of different persons are alike, they may be distinguished by dates of birth and death. For instance: "Johnson, Samuel, 1709-84" (the great dictionary maker); "Johnson, Samuel, 1696-1772" (an early American educator).

Long articles on countries are usually divided into sections, of which one will deal with the geography, another with the political history, etc.

At the end of an article there is often a list of books from which the material for the article was taken, and which would be useful to any one who desired to go into the subject more deeply.

The articles in the encyclopedia are descriptive, explanatory, statistical and historical. They are often by authorities and are usually reliable for the date when the encyclopedia was published.

Encyclopedia articles on the other hand do not¹ give practical directions for doing things; they are sometimes too brief; and they get out of date.

The difference between the encyclopedia and the dictionary is that the dictionary deals first of all with words, whereas the encyclopedia deals with subjects. The encyclopedia is useful to any one who wishes a compact account which is longer than a dictionary definition, but shorter than a book.

48. Rules for using the encyclopedia. — (1) Look at the words or letters on the backs of the volumes to find the volume in which the name of the subject should occur. (2) Look for the subject in its alphabetical place in the volume chosen, using as guide the headings at the tops of the pages. (3) Follow up cross references.

In the case of the *Encyclopædia Britannica*, use the index volume, if a subject is not found under its own heading.

¹ Usually.

49. Important encyclopedias. —**ENCYCLOPÆDIA BRITANNICA.**

This is a standard work of reference. The arrangement is under general heads rather than by specific subjects; for instance,¹ Lake Erie is described under "St. Lawrence River," instead of "Erie (Lake)"; in this case "St. Lawrence River" is taken as the name of the general system of lakes and rivers of which Lake Erie is part. Owing to this arrangement, articles frequently become lengthy treatises, and to find a subject in the Britannica it is therefore often necessary to use the index which forms a separate volume. The articles are by authorities, and are signed. Biographies of living persons are omitted from the older editions.

There are numerous editions of the Britannica, of which the following require special mention: —

The ninth, in twenty-four volumes and index, issued between 1875 and 1889. This remains a standard work of reference, although many of the articles are out of date.

The tenth, which consists of the existing volumes of the ninth edition with eleven new volumes added, making thirty-five volumes in all. Volume 31 is an atlas. Volume 35 is an index to the complete work.

The eleventh edition is an entirely new work in twenty-eight volumes and index, brought up to date (1910). There are more articles with specific headings than in the old editions; for instance, Column is found under the heading "Column," instead of under the general term "Architecture," as in editions nine and ten.

NEW INTERNATIONAL ENCYCLOPÆDIA. 20 volumes.

Contains nearly 70,000 alphabetically arranged articles

¹ As in the ninth and tenth editions.

on all subjects. There are many illustrations. Best encyclopedia for ready reference. It is brought down to date by the New International Year Book, published annually since 1907.

The alphabetical order is letter by letter as in a telephone directory, instead of word by word; for instance, *New Jersey, newspaper, New York*, and not *New Jersey, New York, newspaper*.

ENCYCLOPEDIA AMERICANA. 16 volumes.¹

Covers much the same ground as the New International although the two often supplement each other. The Americana is often stronger on scientific subjects, but more likely to be condensed in other subjects.

NELSON'S ENCYCLOPÆDIA (perpetual loose-leaf edition).

This encyclopedia is not bound like an ordinary book, but like a bookkeeper's loose-leaf ledger, so that leaves can be replaced. The publishers revise the articles as necessary and send new leaves to subscribers to replace, or supplement the old articles.

Other encyclopedias sometimes met with are the Universal Cyclopædia and Atlas, the American Cyclopædia and Chambers' Encyclopædia.

50. The dictionary.² — A dictionary is an alphabetical list of the words of a language with their derivations and meanings. The modern, unabridged, one-volume English dictionary includes besides ordinary words, proper names of all kinds, abbreviations, words and phrases from foreign languages, and the arbitrary signs used in printing and writing, such as $\sqrt{}$ in mathematics, or \mathcal{R} in medicine.

¹ Two supplementary volumes are announced.

² The word "dictionary" is often applied to a work on any subject, the contents of which are arranged in alphabetical order; for instance, Lippincott's Pronouncing Biographical Dictionary.

In connection with an ordinary word are given its spelling, pronunciation, part of speech, etymology, definitions, common phrases into which it enters, quotations illustrating its use, synonyms, cross references and often pictures or diagrams. (Compare sections 110, 112, 114 and 115.)

Sometimes WORDS SPELLED ALIKE are different parts of speech or have different origins; for instance: —

1. desert', noun from French *deservir* meaning to merit.
2. des'ert, noun from Latin *deserere*, to desert.
3. des'ert, adjective from Latin *deserere*.
4. desert', verb transitive from Latin *deserere*.
5. desert', verb intransitive from Latin *deserere*.

Each of these forms has a separate heading so that in looking up a word one must know what part of speech it is. The part of speech is always shown by an abbreviation such as "v.t." for "verb transitive."

Words are respelled to show PRONUNCIATION. A key to the marks of pronunciation is printed across the bottom of each pair of pages.

The ETYMOLOGY gives the original form of a word, and parallel and related forms in English and other languages. It is not given with every word, but generally with root words only. For instance, for the etymology of "fishy" one must look under "fish."

A word usually has several definitions including original, dead, old and everyday meanings. Each definition is numbered or lettered, and arranged in some regular order. See the paragraph DEFINITIONS in section 55.

51. Appendix. — Much information, especially in regard to proper names, abbreviations and foreign words, is not found in the body of the dictionary, but is included in special lists in the appendix. Just what the appendix

will include varies in different dictionaries; but it can always be ascertained in any particular case by consulting the dictionary's table of contents. An outline of the contents of their appendixes is given in the descriptive notes of the dictionaries hereafter named. Extracts from the appendixes of various dictionaries are given in sections 113 and 116.

With geographical proper names are given location, population, area, political relations and other facts of interest in regard to places. Names of real persons have nationality, station in life, profession or occupation, and dates of birth and death. Names of imaginary persons and characters in literature have brief descriptions.

52. New words. — A supplement of new words including new senses of old words is also often published as part of or in addition to the appendix.

53. Rules for using the dictionary. — Look first for any word in the body of the dictionary. If it is not there, read over the table of contents in the front, especially the part for the appendix, to see if there is any special list which could include it. Follow up all abbreviations, and notice cross references.

Abbreviations are explained in special tables or notes before the body of the dictionary and before each special list.

At the top of each page are printed the first and the last word defined below.

54. Some important dictionaries. — The preceding remarks apply particularly to the latest editions of the unabridged Standard and Webster dictionaries, as the student is likely to use them most. In the following list, the Century also is added; but the student

should have little trouble with it if he understands the principle of using the others. Particular study should be made of whichever dictionary is used in school.

CENTURY DICTIONARY. 10 volumes. SUPPLEMENT. 2 volumes.

"The plan includes three things: the construction of a general dictionary of the English language, which shall be serviceable for every literary and practical use;— a more complete collection of the technical terms of various sciences, arts, trades and professions than has yet been attempted;— and the additions to the definitions proper of such related encyclopedic matter, with pictorial illustrations, as shall constitute a convenient book of general reference." — *Preface*.

Volumes 9 and 10 are the Century Cyclopedia of Names and the Century Atlas. The supplement brings the work up to 1910.

The most comprehensive American dictionary. It fills a place between the one-volume dictionaries and the general encyclopedias.

Abbreviations and foreign phrases are included in the body of the dictionary.

See the specimen extracts, sections 110, 111.

STANDARD DICTIONARY OF THE ENGLISH LANGUAGE.

Contents:— Introductory: Key to abbreviations used in the dictionary, key to pronunciation, etc. *Standard Dictionary of the English Language:* Antonyms are a special feature. *Addenda:* New words. *Plates:* Coins, decorations of honor, flags, gems, national coats of arms, seals of the United States, ship signals, solar spectrum, etc. *Appendix:* Proper names of all kinds, foreign words and phrases, disputed spellings and pronuncia-

tions, abbreviations, arbitrary signs and symbols, poetical meanings of flowers and gems, formation of the plurals of nouns, pronunciation of Bible proper names, etc.

Encyclopedic in character, giving fuller explanations of things than is usual in a dictionary; it also contains some words not to be found in other dictionaries. — *Kroeger*.

See the specimen extracts, sections 115, 116.

WEBSTER'S INTERNATIONAL DICTIONARY.

Contents: — Colored plates preceding title page: Flags, seals and coats of arms of the principal nations, yacht, signal and pilot flags, etc. *Introductory:* Guide to pronunciation, words spelled in two or more ways, abbreviations used in the dictionary, etc. *Dictionary of the English Language.* *Appendix:* Metric system, names of fictitious persons and places, gazetteer, biographical dictionary, pronunciation of Scripture and of Greek and Latin proper names, English Christian names, quotations from foreign languages, abbreviations, arbitrary signs used in writing and printing, pictorial illustrations. *Supplement of New Words.*

See the specimen extracts, sections 112, 113.

WEBSTER'S NEW INTERNATIONAL DICTIONARY.

This is an enlarged revision of Webster's International Dictionary, from which it differs in some important particulars of arrangement.

Each page in the body of the dictionary is divided horizontally by a heavy black line. Above this line are printed words in general use; below it are printed unusual words, foreign phrases, abbreviations, many proper names, etc. The appendix still has the gazetteer, biographical dictionary, arbitrary signs used in writing

and printing, and the classified selection of illustrations. Everything else has been put right into the body of the dictionary.

There is a great deal of encyclopedic information, much more than in the International.

See the specimen extract, section 114.

55. Comparison of the dictionaries. — The short extracts given in the appendix of this Manual do not do justice to any of the dictionaries represented. The following points of comparison, though not all illustrated by the selections, should, however, be noted.

Each dictionary has its own system of PRONUNCIATION.

The ETYMOLOGIES are fullest in the Century and least full in the Standard. The Standard places its etymologies after instead of before the definitions, and renders Greek roots by English instead of by Greek letters.

The DEFINITIONS in the Century are often much fuller than those in the other dictionaries mentioned, and sometimes equal short encyclopedia articles. The Standard differs from the Century and the Webster dictionaries in the arrangement of its definitions. In the latter two works the literal or original meaning comes first, and then the derived and figurative meanings; for instance, in the New International the word "knave" from Anglo-Saxon *cnafa* = a boy:

1. A man child; a boy. *Obs.*
2. A boy servant, hence, a male servant or menial; a man of humble birth or position. *Archaic.*
3. A rogue.
4. A playing card marked with the figure of a servant or soldier; a jack.

In the Standard Dictionary, the common meaning is given first; thus for the word "knave": —

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1. A rogue.
2. A playing card on which is pictured a servant or soldier.
Called also *jack*.
3. A familiar friend.
4. A boy, especially a boy servant; also a male servant.

Note in the case of this particular word that each of the dictionaries quoted contains a meaning which is not found in the other.

The Standard gives ANTONYMS as well as synonyms and includes lists of TECHNICAL TERMS connected with various arts; for instance, in connection with the word "architecture."

The Century Cyclopedia of Names gives much fuller explanations than do the lists of names in the APPENDICES of the other dictionaries to which lists it corresponds, but does not include minor geographical names such as those of counties in the United States. The list of Proper Names in the appendix of the Standard limits itself as regards living persons to those who are distinctly famous.

56. Special reference books. — As all branches of knowledge as a whole are covered by the general encyclopedias, so special subjects are frequently covered by special encyclopedias or dictionaries; for instance, biography is covered by Lippincott's Pronouncing Biographical Dictionary, and sociology is covered by Bliss's New Encyclopedia of Social Reform. The articles in special reference books will¹ be fuller and more detailed than in the general encyclopedias. For subjects which do not have special reference books, and for which the general encyclopedias are not satisfactory, the magazines must be consulted through Poole's Index and the

¹ Usually.

Readers' Guide. See the following chapter on Magazines.

57. Classified list of some special reference books. — The following list names some useful reference books commonly found in public and high school libraries. To become acquainted with others, consult the books on the reference shelves of the school library or of the public library, using as a guide the local scheme of classification. (See sections 35–38, and 40.) In using any reference book, always note the date.

58. General works. —

CENTURY CYCLOPEDIA OF NAMES.

Descriptive list of names found in geography, biography, mythology, history, ethnology, art, archaeology and literature. Fullest in biography and geography. Information is concise, including pronunciation and derivation of names and names of persons living at the date of publication (1894). It is brought up to date (1910), by the second supplementary volume of the Century Dictionary; see page 34. Not a general cyclopedia, but limited to proper names. See the specimen extract, page 69.

59. Sociology. —

BLISS. NEW ENCYCLOPEDIA OF SOCIAL REFORM.

Gives arguments by authorities on each side of the questions discussed; hence, it is particularly useful to debaters. Contains articles on reforms, reformers, economics, sociology, municipal questions, labor, education and statistics relating to these subjects.

60. Statistics. —

STATESMAN'S YEAR-BOOK.

This is an English publication brought up to date

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every year. Contains statistical and descriptive information in regard to all the countries of the world, such as area, population, religion, education, justice and crime, pauperism, finance, national defence, production and industry, commerce, shipping and navigation, internal communication, money and credit, weights and measures, diplomatic representatives, charity, reigning monarchs.

The contents are arranged with the British Empire first, and other countries following alphabetically. At the end of each country are mentioned statistical and other books of reference concerning it. Index.

This has a high reputation for accuracy and is the most important of the year-books.

WORLD ALMANAC.

Published every year. Very useful for all sorts of recent statistics and information in brief. Covers astronomical facts for the year such as moons, tides, eclipses, etc., weights and measures, agricultural statistics, Constitution of the United States, government of the United States, naturalization laws, legislation, events of the preceding year, politics, societies with the names and addresses of their officers, sporting records, colleges and universities with their presidents, athletics, fraternities, etc., religious denominations, naval statistics of the world, foreign governments, population, U. S. army, election returns, New York City.¹ The index is in front.

U. S. STATISTICS BUREAU (DEPT. OF COMMERCE AND LABOR).

STATISTICAL ABSTRACT OF THE UNITED STATES.

This is published each year, and is the most useful summary of statistics relating to the United States.

¹ The subjects covered vary somewhat from year to year. Those mentioned are found in the volume for 1911.

Contains figures relating to area, natural resources, population, agriculture, forestry, fisheries, manufacturing, mining, occupations, labor, wages, transportation, shipping, commerce, prices, money, banking, finance, insurance, army and navy, and monetary, commercial and financial statistics of the world.

61. Government. —

U. S. CONGRESS. OFFICIAL CONGRESSIONAL DIRECTORY.

A new issue is published at the beginning of each session of Congress. Contains names, addresses and records of congressmen, names and addresses of government officials, U. S. consuls, foreign consuls in the United States, membership of congressional committees, official duties of officers of the executive departments.

62. Archæology. —

HARPER'S DICTIONARY OF CLASSICAL LITERATURE AND ANTIQUITIES.

Includes Greek and Roman antiquities, biography, geography, history, literature, mythology, with bibliographic references, illustrations and maps. Subjects are entered under their Latin or Greek names with cross references from the corresponding English names. But when the Greek or Latin name resembles the English one, as *gladiatores* (gladiators), *Athenæ* (Athens), the English name is not given.

63. Biography. —

LIPPINCOTT'S BIOGRAPHICAL DICTIONARY.

It aims at bringing the record of noted persons down to the end of the Nineteenth Century, and covers historic persons, biblical and mythological characters, with the pronunciation of names. The best general biographical reference book.

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ALLIBONE. CRITICAL DICTIONARY OF ENGLISH LITERATURE
AND BRITISH AND AMERICAN AUTHORS. 3 volumes.
SUPPLEMENT, 2 volumes.

Commonly known as "Allibone's Dictionary of Authors." The supplement brings the work down to 1888. Contains biographical sketches of authors, quotations criticising them, and lists of their works. Somewhat hard to use because of the lack of a general index. Later authors may be briefly mentioned in the main work, but treated more fully in the supplement, so that one may need to look in two places.

Useful in spite of many inaccuracies.

64. Geography. —

LIPPINCOTT'S NEW GAZETTEER.

Geographical dictionary of the world containing information respecting countries, cities, towns, resorts, islands, rivers, mountains, seas, lakes, etc., in every portion of the globe. The most comprehensive American work of its kind, alphabetically arranged, giving description of and information in regard to places, with pronunciation and various spellings of names.

There is not at present (1911) in print any perfectly satisfactory general atlas for American students. The best atlases are German. A couple of well-known American atlases are:—

RAND, McNALLY & CO. INDEXED ATLAS OF THE WORLD.
2 volumes. (Out of print.)

Volume 1, United States; volume 2, foreign countries.

An index with each map gives the population of cities, towns and villages. There are many maps of large cities. The maps are on a larger scale than those in the Century Atlas, but are not so well made.

There is no general index. To use the atlas therefore, first locate the country or state in which a town belongs by using a gazetteer, the dictionary, or the encyclopedia. Next, consult the atlas's table of contents to find the map of the country. Having found the map, locate the town by means of the index accompanying the map.

Directions for using map indexes are given in section 23.

CENTURY ATLAS OF THE WORLD.

A companion volume to the Century Dictionary. Maps include steamship routes and cable lines, routes of discoverers and explorers and dates on battlefields. A few pages of historical maps precede the modern maps.

A very full alphabetic index makes this atlas easier to consult than the Rand McNally work. The historical maps have a separate index to themselves.

This atlas is practically the same as volume 34 of the Encyclopædia Britannica, edition 10.

65. Useful arts. — There are few reference books on the Useful Arts of general interest to high school students. For much information the student must consult special readers such as Rocheleau's *Great American Industries* (3 volumes), *Carpenter's Foods*, or *How the World is Fed*, etc.

FREEMAN AND CHANDLER. WORLD'S COMMERCIAL PRODUCTS.

An English work descriptive of the economic plants of the world and of their commercial uses. Handsomely illustrated. Index is not thorough.

TOOTHAKER. COMMERCIAL RAW MATERIALS.

Briefly descriptive of origin, processes of preparation and uses of the most important commercial materials. Differs from Freeman and Chandler by including mate-

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rials of animal and mineral origin, and by greater conciseness. Has maps showing the distribution of various products. Index.

66. Literature. —

BREWER. DICTIONARY OF PHRASE AND FABLE.

This is useful in explaining allusions met with in reading. Contains: Unusual abbreviations, names and anecdotes of persons, mythological characters, characters in fiction, curious phrases, pseudonyms, outlines of plots and stories, proverbs explained, sobriquets, legends and an appendix¹ with a list of English authors and their works.

BREWER. READER'S HANDBOOK.

Allusions, references, plots and stories. Useful in much the same way as the Dictionary of Phrase and Fable.

BARTLETT. FAMILIAR QUOTATIONS.

A collection of passages, phrases and proverbs in prose and poetry traced to their sources in ancient and modern literature. The quotations are grouped under authors, and authors are arranged by date of birth.

It has at the front an index of authors quoted, and at the back an index of important words. To use it, look in the index at the back for some important or striking word in the quotation which you have in mind; or if you wish to find an appropriate quotation for some occasion, look in the same index for suggestive words. For the latter purpose, Hoyt's Cyclopedia of Practical Quotations is easier to use. (See section 22.)

¹ Not in earlier editions.

WARNER. LIBRARY OF THE WORLD'S BEST LITERATURE.
30 volumes.

Useful for those who wish to get some knowledge of an author's writings without reading his entire works.

Contains: Volumes 1-27: Biographical and critical sketches, and selections. Volume 28: Songs, hymns and lyrics. Volume 29: Biographical dictionary of authors, including many not represented in the selections. Volume 30: Synopses of noted books; general index. Authors from every country are included.

The best compilation of the kind. The selections have been well made; the biographical and critical sketches are by eminent scholars and writers, and are signed; and portraits and illustrations are useful features.

The material in volumes 1-27 is arranged alphabetically by the names of the authors represented. The general index, volume 30, is the key to the entire work.

67. History. —

HARPER'S BOOK OF FACTS.

An alphabetically arranged encyclopedia of the history of the world covering government, science, art and literature. Information concise; lists of rulers and chronological tables of events under the names of countries. Few biographical items; persons are mentioned as a rule only in the articles on the places, events, etc., with which they were connected.

LARNED. HISTORY FOR READY REFERENCE. 7 volumes.

Extracts from the writings of the best historians, biographers and specialists, to illustrate the history of all countries and times. It gives the exact words of the writers quoted. The arrangement is alphabetic by

country, event, etc., and under place is in order of time. An event is generally described under the name of the country with a cross reference from the name of the event, thus: *Samnite Wars, The*. See *Rome: B.C. 343-290*. Volumes 6 and 7 are devoted to recent history from 1894 to 1910.

HARPER'S ENCYCLOPÆDIA OF UNITED STATES HISTORY.
10 volumes.

The most extensive cyclopedia of the subject, including many biographical articles and texts of famous speeches, resolutions, proclamations, facsimiles of important documents, etc. Articles are by well-known historians and writers.

Chapter VI

Magazines

68. Magazines in general. — Magazines or periodicals are publications issued usually at regular intervals, commonly either of a week, as the *Outlook*, or of a month, as the *Review of Reviews*. Every year or six months or other convenient period, a volume is completed, and for many magazines an index to that volume is published. Each number of most periodicals has a table of contents which for any particular magazine is usually in the same place. In the *Outlook*, it comes just before the general reading matter; in the *Scientific American Supplement*, it is in a corner of the last page.

Besides stories, magazines give the latest thought and news of the world, and bring down to date the material found in books. Special subjects often have special magazines devoted to them; for instance, for education there is the *Educational Review*.

Magazine articles are often by authorities and then may be of great value. They are useful for giving short accounts of subjects, and are of great help when reference books fail. Sometimes, however, they are too short to be thorough; and in the case of the cheaper popular magazines are sometimes sketchy and sensational.

69. Book reviews. — Many magazines have regular departments for reviewing books. For reviews of books of general and literary interest, consult the reviews and the literary magazines. For the best reviews of books on special subjects, consult the magazines which are

devoted to those subjects; for instance, for reviews of books on education see the Educational Review, etc. Many daily papers also have weekly reviews of books.

70. Periodical indexes.¹—To get at ordinary magazine material, one must use the general periodical indexes known as Poole's Index and the Readers' Guide. There is another general index, published annually since 1907, the Annual Magazine Subject-Index. This indexes somewhat over a hundred periodicals and transactions or collections of societies, and aims to cover periodicals not indexed in Poole's Index or the Readers' Guide. It therefore is less important than the other two and will not be available except in the larger libraries. Technical magazines are covered by special indexes such as the Engineering Index, which will not be described here.

71. Poole's Index. — Poole's Index (in two volumes), indexes important American and British periodicals from 1802 to 1881. Supplements are published every five years. These five-yearly supplements are themselves supplemented yearly by the Annual Library Index. Articles are indexed under subjects, excepting that stories are entered under titles. The arrangement is alphabetical. There are few cross references. The Annual Library Index also indexes under the names of authors.

72. Specimen entries from Poole's Index. —

Ice-yacht, How to build. (E. A. Terhune.)

Outing 45: 633.

— How to sail. (J. A. Roosevelt.)

Outing 43: 608.

¹ The periodical indexes are here regarded as keys to magazine material only. They have many special features such as the Current Events Index in the Readers' Guide, the Index to General Literature (important books of the year) in the Annual Library Index, etc.

Icebergs, The Peril of the. (P. T. McGrath.)

McClure **25**: 115.

Iceland. (Arch. Geikie.) Nature **65**: 367.

— Book collections in. Lib. J. **29**: 17.

— Conversion of. (E. E. Kellett.)

Quar. **204**: 276.

Note that the title is inverted when necessary so as to bring the name of the *subject first*.

There is an abridged edition of Poole's Index in one volume which covers thirty-seven magazines from 1815 to 1899, and has a supplementary volume from 1900 to 1904.

73. The Readers' Guide. — The Readers' Guide indexes periodicals from 1900 to date. It includes a few popular magazines not found in Poole, such as the Delineator and a few important government publications, such as the Yearbook of the Department of Agriculture. It does not index as many periodicals as Poole.

It is published monthly. At regular intervals it "cumulates," thus: The number for the third month of each quarter (March, June, September and December), in addition to the ordinary entries for that month, contains all the entries for the previous months of the year, all arranged together alphabetically. Furthermore, the number for the second month of each quarter includes the entries for the first month of that quarter; for instance, the February number includes the items for January as well as for February. The December number forms the annual volume. Every five years the annual volumes are cumulated into a single large volume with all the items in one alphabet. Two five-yearly volumes have thus far been issued (1900-1904,

and 1905-1909). Articles are indexed by their subjects, authors and occasionally by their titles, and there are cross references.

74. Specimen entries from the Readers' Guide.

Mosque, In the shadow of the blue. Blackw. 184: 590-2.
O.; Same. Liv. Age. 259: 779-81. D. 26, '08.

Mothers.

Rise of the suppression of mothers. F. Pier. Harp. W. 52: 29. D. 26, '08.

Mistakes of young mothers. J. P. C. Griffith. Good H. 48: 82-6. Ja. '09.

Motor cycles.

Interesting motor cycle. A. H. J. Keane. il. Sci. Am. 99: 474. D. 26, '08.

Rise of the motor cycle. A. H. Bartsch. il. Harp. W. 53: 24-5. Ja. 2, '09.

Mott, Howard Schenck.

Growing importance of copper. Harp. W. 52: 28. D. 19, '08.

Union Pacific report. Harp. W. 52: 30. D. 26, '08.

Moulding. See Casting.

Moulton, Richard Green, 1849-.

Milton as the greatest of Englishmen. Univ. Chic. M. 1: 88-95. Ja. '09.

Abbreviations in the Readers' Guide are explained in the front of any number or volume.

75. How to use magazine indexes. — In either Poole's Index or the Readers' Guide, look for the name of the subject wanted as in the index of an ordinary book. Work methodically; for instance, begin at the latest number or volume and work backward, when you want the latest word on a subject. The names of the magazines indexed and a key to their abbreviations are found in the front of any number or volume.

Make a list of the references which you wish to look up, as you come to them, and hand the list to the librarian to have the volumes got out. Each item on the list should include the name of the magazine, the volume number and the page number. Recommended form for list: —

Motor Cycles.

Sci. Am. 99:474.

Harp. W. 53:24-5.

In making a long list, especially if for future reference, use cards 3 x 5 inches in size. Make a note of one reference only on each card, thus: —

Interesting motor cycles. A. J. H. Keane.

Sci. Am. 99:474. D.26, '08.

To make from the cards a list of volumes for the librarian to get, arrange the cards in alphabetical order by the names of the magazines, and write out the list on a sheet of paper. If a volume is of the current year, give the date instead of the volume number. Thus:—

Char. 18, 20.

Harp. B. 30, 40, 42, 43.

Sci. Am. Ap.8, '11.

76. List of magazines.— The following list includes the names of some useful magazines likely to be found in the public library. Where there are several branches of the public library, not all the magazines named may be found in any one branch, but many will be found in the larger branches or in the main library. The back numbers of many are often bound into volumes and are available for reference.

Many magazines may be borrowed from the public library either in bound volumes or separate numbers. To learn which these are, inquire at the library.

77. To save space the following abbreviations are used in the list: B. = book reviews; M. = published monthly; P. = indexed in Poole's Index; R. = indexed

in the Readers' Guide; W. = published weekly. Book reviews are not noted when unimportant.

78. General popular magazines. — Popular articles on subjects of general interest including literature, social reform, politics, art, science, biography, travel, etc., stories and poems.

ATLANTIC MONTHLY. (M. P. R.) — CENTURY. (M. P. R.) — EVERYBODY'S MAGAZINE. (M. P. R.) Makes a specialty of exposing abuses; sometimes sensational. — HARPER'S MAGAZINE. (M. P. R.) — MCCLURE'S MAGAZINE. (M. P. R.) — SCRIBNER'S MAGAZINE (M. P. R.)

79. Reviews. — Same range of subjects as in the general magazines, but handled more seriously. Strong articles by authorities are to be found on political and social reforms and industrial questions; little attention to light literature. Book reviews of important new books.

FORUM. (M. P. R. B.) The best review now published (1911) in the United States. — LIVING AGE. (W. P. R. B.) Reprints of the best articles in British periodicals. — NORTH AMERICAN REVIEW. (M. R. P. B.)

80. Sociology. — SURVEY, formerly CHARITIES AND THE COMMONS. (W. R. P.) Social Reform.

81. Education. — Magazines for teachers. Book reviews are confined to educational books.

EDUCATIONAL REVIEW. (M. R. P. B.) Articles by leading educators. — MANUAL TRAINING MAGAZINE. (M. R. B.) Includes drawings of work. — SCHOOL REVIEW. (M. P. R. B.) Secondary education; lists current educational literature in other periodicals.

82. Popular Science. — Popular illustrated, usually

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descriptive articles on the applications of science; especially interesting to boys and young men.

CASSIER'S MAGAZINE. (M. P. R. B.) Devoted to engineering. — POPULAR ELECTRICITY. (M.) Electricity and its applications; directions for making amateur apparatus. — POPULAR MECHANICS. (M.) Articles and numerous short items on mechanical subjects; shop notes. — SCIENTIFIC AMERICAN. (W. R. B.) Applied and natural science, descriptive and practical. — SCIENTIFIC AMERICAN SUPPLEMENT. (W. R.)

83. Useful Arts. — Practical and descriptive articles for the mechanic and shop worker, illustrated with photographs, diagrams, working drawings, etc., are frequently included among other matter.

AMERICAN CARPENTER AND BUILDER. (M.) Carpentry, house planning and modern building construction. — AMERICAN MACHINIST. (W.) Machine construction and machine shop work. — ELECTRICAL WORLD. (W. B.). General electrical journal. — ELECTRICIAN AND MECHANIC. (M.) Amateur work and shop notes. — FOUNDRY. (M.) — MACHINERY. — POWER. (M.) — Steam engineering, with some attention to electrical. PRINTING ART. (M.) General and artistic printing; examples of color work. — WOODCRAFT. (M.) Woodworking, including pattern making and machine- and handmade furniture.

84. Domestic Science. — Practical articles for the housekeeper; care of children, clothing, cookery, household hints, stories.

BOSTON COOKING SCHOOL MAGAZINE. (M.) Chiefly cookery. — DELINEATOR. (M. R.) — GOOD HOUSEKEEPING. (M. R.) — LADIES' HOME JOURNAL. (M. R.)

85. Fine Arts. — Art and its application for the student of art and the general reader.

CRAFTSMAN. (M. P. R.) — **INTERNATIONAL STUDIO.** (M. P. R. B.) Many illustrations of works of art, including some in color.

86. Literature. — News, criticism and discussion of books and authors.

BOOKMAN. (M. P. R. B.) Includes news and criticism of the drama. — **DIAL.** (Semi-M. R. P. B.) The most important purely literary review in the United States. — **NATION.** (W. R. P. B.) Includes editorial articles on questions of the day, and probably the best book reviews of any American magazine.

87. Current History. — Current events at home and abroad surveyed usually with editorial comment; illustrated popular articles on subjects of immediate public interest.

COLLIER'S NATIONAL WEEKLY. (W. R.) Pictorial; light. — **CURRENT EVENTS.** (W.) Condensed news of the world without comment; admirable for grade or high school students, or for anyone too busy to read the newspapers or magazines. — **HARPER'S WEEKLY.** (W. R.) Pictorial; light; stories and humor. — **INDEPENDENT.** (W. P. R. B.) — **LITERARY DIGEST.** (W. B.) Extracts from United States and foreign periodicals¹ woven together without original comment. — **OUTLOOK.** (W. P. R. B.) Popular; optimistic. — **REVIEW OF REVIEWS,** full title, *American Review of Reviews.* (M. P. R. B.) Special features: Chronological record of the month's events; current cartoons; summaries of leading articles in other periodicals. Strong on public questions. — **WORLD TO-DAY.** (M. P. R.) **WORLD'S WORK.** (M. P. R.) Remarkable for its excellent illustrations, and critical comment of news of the day. Interesting special articles.

¹ Including newspapers.

Chapter VII

The Use of the Library in Debating

88. This chapter aims to present an effective method for using the library in debate work, leading up to the point where the construction of the brief begins. The student is assumed to have read the preceding chapters.

89. **The question.** — The question should be brought to the library, written out plainly in the exact words in which it is to be debated.

In choosing a question, the debater should ask himself, "How much material am I likely to find available on this subject?" In answering this question, it will help him to remember that the greater the general interest in a subject, the more books and magazine articles will be written about it; for instance, municipal and social reform, and the relations of labor and capital are always being written up. A measure which is before Congress, or a question of national interest which is being agitated in the newspapers or magazines is likely to be rich in printed material for argument, and because of its timeliness is likely to prove a subject of interest to debaters and audiences alike.

The narrower or more local the subject, the less the material; for instance, there would be nothing on the proposition; *RESOLVED, that the lunch hour in the Washington High School be changed from 12 o'clock noon, to 12.30 p. m.* For such a subject, the debater must be able

to rely on his own knowledge of the facts and ingenuity in arranging and presenting them.

When a question unites a local application to a general proposition, the debater is likely to find plenty of material on the latter, but may have to rely on his wits for the former. For instance on the question, *RESOLVED, that the commission form of government be adopted by Ohio cities of over 100,000 population*, there is much material on the commission plan in general, but little bearing directly on conditions in Ohio.

Foolish or undebatable propositions will be found to lack material on one side or the other. For instance the proposition, *RESOLVED, that there should be a safe and sane Fourth of July*, is not debatable. No serious argument can be put up for an unsafe and insane holiday. Magazines do not pay writers for nonsense, and it is accordingly found that the negative of this question has no case as far as printed arguments are concerned.

In framing the question, a careful talking over should bring out weak points and save trouble later on. Brief practical suggestions for this stage of a debate are found in Thomas's Manual of Debate, Chapter II. The books on debating named at the end of the present chapter, section 110, have long lists of propositions which will frequently serve either as questions for debate as they stand, or as models for the wording of original questions.

90. Preparing a bibliography. — With the subject chosen and the wording of the question settled, the next step is to prepare a list of books and magazine articles, or bibliography.

The sources for a bibliography are the card catalogue, the magazine indexes, and bibliographies mentioned

in the card catalogue and found in books and articles consulted.

All the topics involved in a proposition should be considered. For instance, in the proposition, *RESOLVED, that boards of arbitration with compulsory powers should be established to settle disputes between employers and wage earners*, some of the topics involved are Arbitration, Strikes, Lockouts, Labor and Capital. Cross references (except in Poole's Index), usually call attention to related subjects, and should always be followed up.

Bibliographical notes can be made on cards as described in sections 32 and 75. As a reference is looked up, the corresponding card can be checked. When there is not time to go thoroughly into a subject, a list of references can be taken down on a sheet of paper and the items can be checked as consulted.

General references and references on both sides should be noted.

The exact paging of all references should be noted.

91. The critical examination of material. —

Before beginning to write, carefully look over book, chapter or article, to be sure that it is worth while, that you understand the main point and that you are not going to duplicate material already gathered. In the case of a book, read the title page, copyright date, table of contents and preface.

Authorship is important, especially if authorities are to be cited or quotations made; for articles by men of standing in special fields carry weight. For instance, in national questions, opinions are valuable which come from the President of the United States, senators, governors and other men eminent in public life; in

sociology, the opinions of professors of sociology in great universities, of labor leaders, of philanthropists and of reformers are to be respected; in education, the opinion of college presidents, etc.

Articles by ordinary magazine writers and journalists, and anonymous articles (excepting in the editorial columns of newspapers), may be important for their facts, but cannot be quoted for opinions. To find out more about a writer of doubtful standing, consult *Who's Who in America*, or for Englishmen, *Who's Who*. If a man is mentioned in a general encyclopedia he is likely to be important.

Government documents such as reports of bureaus and departments, of congressional committees, census reports, etc., are authoritative; for instance, the *Statistical Abstract of the United States* published by the Bureau of Statistics (Department of Commerce and Labor). The reports of congressional committees, for instance, the *Inland Waterways Commission*, are valuable, especially when political considerations are not involved.

Look at the date — in the case of a book, the copyright date. If the date is not extremely recent the book or article must be brought up to date by later books and articles.

Tables of contents should be examined for mention of bibliographies. Bibliographical references are also often found at the ends of chapters or in footnotes.

92. Special material. — Special sources of material are reference books, newspapers and the *Congressional Record*.

93. Among REFERENCE BOOKS, general encyclopædias often give impartial outlines, histories and general

statistics of important questions. They are the first books to be consulted in making the acquaintance of a subject. Other reference books of particular value to the debater are those covered by the class numbers from 300 to 379 inclusive, dealing with sociology and including statistics, political economy, government, education, etc. It is worth the while of any young debater to go to the Public Library and carefully look over these books.

94. Debaters should watch the **NEWSPAPERS**, and clip out all news or editorial articles which have any bearing on the question. A court decision, a piece of legislation, the result of an election may change the aspect of a question. Recent specific instances of evils or reforms should be sought, because they give point to general arguments and appeal to an audience which reads the newspapers.

95. **THE CONGRESSIONAL RECORD** reports the debates in Congress every day that Congress is in session. The first part of the Record is devoted to set speeches which could not be delivered for lack of time, but are printed for the benefit of constituents. The proceedings of the Senate follow, and the proceedings of the House come last. In the debates, headings are inserted to indicate the subject under discussion. The Congressional Record frequently contains valuable material; and the proceedings of whichever house has a bill under consideration should be carefully watched when a team is debating the same subject. It is useful for suggesting subjects of public interest for debate. In using the Congressional Record, however, it is to be borne in mind that congressmen vary in attainments and public reputation.

96. Taking notes. — Notes may be taken on separate half sheets or slips of paper which should be of uniform size for the whole team. One point only should go on a slip or half sheet. Then when all the notes have been taken the construction of a brief and the division of the subject become largely a matter of rearranging the cards so as to bring related branches of the argument together.

97. A debate must be based upon facts; therefore in choosing what to put down be careful to note useful general statistics, and specific instances of the abuse under fire or of the success of proposed reforms. For instance in denouncing the evils of strikes, the rioting in the Philadelphia street car strike of 1910 can be cited to advantage. Bibliographies and references to other books and articles should be noted. Of the references so gathered, some you will have already discovered, some will be clearly useless and some cannot be got hold of. On the other hand some may be valuable.

Makes notes brief. They can be compressed by leaving out "the," "a" and "an," unimportant connecting words, phrases and clauses, and by using abbreviations when the sense will be left clear; thus for the preceding sentences: —

"Notes brief. Omit & abbrev. when sense clear."

Quotations should be exact and should be enclosed in quotation marks (" "). Words or punctuation should not be changed, and omissions should be shown by dots or dashes where they occur, thus: "With malice toward none . . . let us strive on to finish the work we are in."

The source of a note including the page number, should always follow the note itself. A note often has to be verified, and if the source is not known, valuable time is lost in hunting for authorities.

Remarks by the taker of the note should be put in brackets [] so as not to be confused with the note itself.

98. Rebuttal. — Rebuttal can largely be prepared beforehand. The best way to do it is to note each opposing point as it is met with in note taking.¹ Below the objection, leave room for the answer which can be filled in at leisure. The cards can be divided up among the members of the team according to the branch of the argument which each has; for instance, objections to practicability can go to the member who has to prove the measure practicable, etc. On the floor, the written objections with their answers can be picked out as your opponent brings them up, and used as notes in reply.

99. Division of labor. — The making of a bibliography can be done by one man taking the card catalogue; the second, the magazine indexes; and the third, the bibliographies in the encyclopedias and special reference books. In getting at special reference books, an outline of the library classification will be useful. (See sections 35, 93.)

When the bibliography is finished, it should be divided equally among the members of the team for taking notes. The argument should not be divided until all notes are taken.

100. Useful books. — The books named below contain lists of questions, outlines of debates, references to books and articles, and other information and suggestions which young debaters will find useful.

When articles referred to in these books are used, they should always be supplemented by using the latest magazine articles to bring them up to date.

¹ See section 96.

101. Books on debating. —**BROOKINGS AND RINGWALT. BRIEFS FOR DEBATE.**

Contains seventy-five questions for debate, with outlines for both negative and affirmative sides, and very full lists of references. It also has a list of two hundred additional topics for discussion, and a preface on the art of debate, which though intended for college men contains suggestions by which the high school debater can profit.

Some of the general subjects covered are: Suffrage, political parties and methods, national policies, currency, tariff, taxation, government intervention, labor, liquor traffic and education. Old but useful.

CRAIG. PROS AND CONS.

Contains complete debates with the questions fully discussed on both sides, and directions for organizing a debating society.

DEBATERS' HANDBOOK SERIES. (H. W. Wilson Co., publishers.)

A volume of selected articles with brief and bibliography has been published on each of the following subjects: Direct primaries, commission plan of municipal government, capital punishment, initiative and referendum, election of United States senators, income tax, woman suffrage and other topics.

FOSTER. ARGUMENTATION AND DEBATING.

A thorough, careful exposition of the art of debate, with many illustrative examples. List of two hundred and seventy-five propositions at the back. Chapter XIII on Debating contains some valuable suggestions for the high school debater.

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LAYCOCK AND SPOFFORD. **MANUAL OF ARGUMENTATION.**

Simple manual for high schools and academies.

PEARSON. **INTERCOLLEGIATE DEBATES.**

Briefs and reports of actual intercollegiate debates. At the end of each debate is given a very full list of references. A list of over one hundred questions debated by the University of Pennsylvania, is given in an appendix. Some of the questions debated are initiative and referendum, federal income tax, federal control of railroads, restriction of immigration, labor unions, closed shop *vs.* open shop, popular election of senators and commission system of municipal government.

RINGWALT. **BRIEFS ON PUBLIC QUESTIONS.**

On the same order as Brookings and Ringwalt's Briefs for Debate, but more recent.

THOMAS. **MANUAL OF DEBATE.**

A compact manual suitable for the high school debater.

102. Books on parliamentary law. —

HENRY. **HOW TO ORGANIZE AND CONDUCT A MEETING.**

A useful manual for members or organizers of debating clubs, literary societies, secret societies, etc.

ROBERT (E. M.). **POCKET MANUAL OF RULES OF ORDER.**

A handbook of parliamentary law based on the rules and practice of Congress, including an explanation of the methods of organizing and conducting the business of societies. The index should be used. Very useful for presiding officers.

ROBERT (J. T.). **PRIMER OF PARLIAMENTARY LAW.**

Simplified parliamentary law and practice for schools, colleges, clubs, fraternities, etc. Object lessons and exercises for practice.

Chapter VIII

Buying Books

103. The object of this chapter is to give a few practical hints to the student who is collecting a library of his own.

104. Points to be observed in choosing books. — The three principal points to be observed in choosing a book are print, paper and binding. Print should be large, clear and easy to read; fine print is bad for the eyes. Paper should be white or of a slight cream tint, firm, and opaque so that the print on the back of the page will not show through. Avoid highly glazed paper if possible, for it dazzles the eye and soils easily. Binding should be plain as a rule, and substantial. In the matter of binding, cloth is ordinarily preferable to leather, as most leather sooner or later rots and goes to pieces. It is true that leather if properly selected and tanned makes the handsomest and most durable binding for a book, but such leather is expensive and rarely met with in ordinary trade bindings. It is never met with on a cheap book.

A book should not open too stiffly; no sections should be loose; and its back should not be "broken," (see section 2).

105. Ordering books. — The safest way to buy books is through some regular dealer, or directly from the publisher.

To obtain a book for a customer, a dealer needs the following information: (1) Author's name, (2) title, (3) edition or series, if special, (4) style of binding, if special, *i.e.*, leather, paper or cloth, (5) publisher, (6) price. Author's name and title must be furnished by the purchaser and should be as exact as possible. The remaining information can be got by the dealer from his trade lists, but there is less chance for mistake if the customer can supply it from his own knowledge. For example, Scott's *Ivanhoe* is published by Macmillan, Houghton-Mifflin, Dana Estes, the American Book Co., Scribner, Burt, Crowell, and others. Some of these in turn publish several different editions of *Ivanhoe*; for instance, Houghton, Mifflin Co. publish an edition for general reading and a couple of school editions.

If a book is ordered without being seen, an edition by a publisher of established reputation is rather more likely to be satisfactory in regard to text and make-up than an edition by a publisher the general quality of whose work is unknown.

In case of doubt, the librarian of the public library can often name or show specimens of good editions.

106. American publishers. — The following list includes the names of the larger publishing houses of the United States:—

GENERAL BOOKS: Appleton & Co., Century Co., Dodd, Mead & Co., Doubleday, Page & Co., E. P. Dutton & Co., Harper & Bros., Henry Holt & Co., Houghton, Mifflin Co., J. B. Lippincott Co., Little, Brown & Co., Longmans, Green & Co., A. C. McClurg & Co., Macmillan Co., G. P. Putnam's Sons, Charles Scribner's Sons.

TEXT-BOOKS: Allyn & Bacon, American Book Co., Ginn & Co., D. C. Heath & Co.

The following general publishers also publish text-books: Appleton, Holt, Houghton-Mifflin, Longmans, Macmillan, Scribner.

TECHNICAL BOOKS: American School of Correspondence,¹ International Text-book Co.,¹ McGraw-Hill Book Co., D. Van Nostrand Co., John Wiley & Sons.

DICTIONARIES: Century Co., G. & C. Merriam Co., Funk and Wagnalls Co.

107. British publishers. — The following list includes the names of some of the principal publishers of Great Britain, whose books are frequently found in American libraries and book stores:—

B. T. Batsford, Geo. Bell & Sons, A. & C. Black, Wm. Blackwood & Sons, Cassell & Co., Chapman & Hall, T. & T. Clark, Archibald Constable & Co., J. M. Dent & Co., H. Frowde, Gibbings & Co., William Heinemann, John Lane, Crosby Lockwood & Son, Longmans, Green & Co., Sampson Low, Marston & Co., Macmillan & Co., T. Nelson & Sons, Kegan Paul, Trench, Trübner & Co., G. Routledge & Sons, Scott, Greenwood & Sons, T. Fisher Unwin.

108. Popular low-priced series. — The books in these series are suitable for starting a small library at home.

¹ Books for home instruction. The publications of the American School of Correspondence are reprinted and gathered into a series of sets known as the *Cyclopedia of Modern Shop Practice*, *Cyclopedia of Applied Electricity*, etc., and published over the name, "American Technical Society." Some of the matter in one of these cyclopedias is often duplicated in another; for instance, the section on the strength of materials in the *Cyclopedia of Architecture, Carpentry and Building*, is the same as that in the *Cyclopedia of Civil Engineering*.

EVERYMAN'S LIBRARY.

E. P. Dutton & Co., N. Y., publishers; 35 cents, net, a volume, cloth; 70 cents, net, limp leather. About four hundred volumes; literature including standard fiction, history, biography, etc.

GOLDEN TREASURY SERIES.

Macmillan Co., N. Y., publishers; \$1.00 a volume, cloth; price subject to discount. Devoted to standard and classic works; no fiction to speak of.

HOME LIBRARY.

A. L. Burt & Co., N. Y., publishers, \$1.00 a volume, cloth; price subject to discount. About five hundred standard works including fiction.

TEMPLE CLASSICS.

Macmillan Co., N. Y., publishers; 50 cents, cloth; 75 cents, limp leather; prices subject to discount. About one hundred and twenty-five titles devoted to the English classics and translations of great foreign classics. The print is rather small.

109. Subscription books. — Books sold by subscription or through an agent should always be bought very cautiously, and when published by unknown publishers are best let alone. Subscription books which are sold even by responsible firms are often not worth the price asked for them; and those sold by irresponsible publishers are likely to be worth nothing. People who wish to sell sets which they have bought in this way sometimes bring them to the Public Library only to find that they have been imposed on with books which are absolutely worthless.

One of the "fakes" of unscrupulous publishers is to reproduce an out of date edition of some well-known

book and pass it off for a new work, frequently under some title resembling the original. Dictionaries and encyclopedias are used in this kind of swindle. When such books are reproduced from old plates the fraud is easily detected, for with, or even without the aid of a magnifying glass, the corners and thin lines of letters will be seen to be worn and broken.

Other impostures are the "Illustrated Histories of the World," etc., by unknown or nameless authorities. Then there are the so-called "de luxe" editions of standard sets by well-known authors. These will be published by obscure publishers or unknown "societies," gorgeously but cheaply bound in imitation "morocco," and printed on inferior paper. This kind is often found in popular book auctions.

The objection to the "fake" subscription book is not merely that it is often ill made, nor that it is often got up in bad taste, nor that its contents are sometimes worthless, nor that its publisher may be unknown. The great objection is that it is too often sold under false pretences and by unscrupulous methods. There is no objection to anyone's buying one as long as he clearly understands that he is not getting a bargain — the arguments of the book agent to the contrary.

If an apparently good bargain presents itself, make a note of the author, the title and the publisher. The librarian in charge of the nearest library can often from practical experience furnish information or advice about purchasing.

Appendix

Specimen Extracts from the Dictionaries

Appendix

110. Specimen extract from the Century Dictionary. —

seine¹ (sān or sēn), *n.* [Formerly also *sein*, *sean*; early mod. E. *sayne*; < ME. *seine*, *saine*, partly (*a*) < AS. *segne* = OLG. *segina*, a seine, and partly (*b*) < OF. *seine*, *seigne*, earlier *sayme*, *saine*, F. *seine* = It. *sagena*, a seine; < L. *sagena*, < Gr. *σαγμα*, a fishing-net, a hunting-net. Cf. *sagene*¹, from the same source.] A kind of net used in taking fish; one of the class of encircling nets, consisting of a webbing of network provided with corks or floats at the upper edge, and with leads of greater or less weight at the lower, and used to inclose a certain area of water, and by bringing the ends together, either in a boat or on the shore, to secure the fish that may be inclosed. Seines vary in size from one small enough to take a few minnows to the shad-seine of a mile or more in length, hauled by a windlass worked by horses or oxen or by a steam-engine. The largest known seine was used for shad at Stony Point on the Potomac in 1871; it measured 3,400 yards, or nearly 2 miles; the lines and seine together had a linear extent of 5 miles, and swept 1,200 acres of river-bottom; this net was drawn twice in 24 hours.

The *sayne* is a net, of about forty fathoms in length, with which they encompass a part of the sea, and draw the same on land by two ropes fastened at his ends, together with such fish as lighteth within his precinct.

R. Carew, Survey of Cornwall, fol. 80.

They found John Oldham under an old *seine*, stark naked, his head cleft to the brains, and his hands and legs cut.

Wintkrop, Hist. New England, I. 226.

Cod-seine, a seine used to take codfish near the shore, where they follow the caplin. — **Drag-seine**, a haul-shore seine. — **Draw-seine**, a seine which may be pursed or drawn into the shape of a bag. — **Haul-shore seine**, a seine that is hauled or dragged from the shore; a drag-seine. — **Shad-seine**, a seine specially adapted or used for taking shad, and generally of great size. See def. — **To blow up the seine**, to press against the lead-line of a seine in the endeavor to escape, as fish. — **To boat a seine**, to stow the seine aboard of the seine-boat in such a manner that it may be paid out without entangling. A seine may be boated as it is hauled from the water, or after it has been hauled and piled on the beach. (See also *purse-seine*.)

seine¹ (sān or sēn), *v. t.*; pret. and pp. *seined*, ppr. *seining*. [< *seine*¹, *n.*] To catch with a seine: as, fish may be *seined*.

seine². A Middle English form of *sain* and of *sign*.

seine-boat (sān'bōt), *n.* A boat specially designed or used for holding, carrying, or paying out a seine.



Seine-boat.

111. Specimen extract from the Century Cyclo- pedia of Names. —

Roundheads (round'hedz). In English history, the members of the Parliamentary or Puritan party during the civil war. They were so called opprobriously by the Royalists or Cavaliers, in allusion to the Puritans' custom of wearing their hair closely cut, while the Cavaliers usually wore theirs in ringlets. The Roundheads were one of the two great parties in English politics first formed about 1641, and continued under the succeeding names of Whigs and Liberals, as opposed to the Cavaliers, Tories, and Conservatives respectively.

Roundheads, The. A comedy by Mrs. Aphra Behn, produced in 1682.

Round Table, The. In Arthurian legend, a table made by Merlin for Uther Pendragon, who gave it to the father of Guinevere, from whom Arthur received it with 100 knights as a wedding gift. The table would seat 150 knights. One seat was called the siege or seat perilous because it was death to any knight to sit upon it unless he were the knight whose achievement of the Holy Grail was certain. The Order of the Round Table was an institution founded by King Arthur at the advice of Merlin. It was originally military, but it ultimately became a military and theocratic organization. The romances of the grail and of the Round Table are closely connected. There were legends of the latter before 1155, but between 1155 and 1200 several books were collectively called "Romances of the Round Table." Among the poetic and prose compositions belonging to this cycle are "Parzifal und Titarel" (German), "Perceval" (French), "Morte Arthur" (English and French), "Lancelot du Lac" (French), "Tristan" (French), "Life of Merlin" (French and English), "Quest of the Holy Grail" (French and English), "Perceforest" (French), "Meliadus" and "Guiron le Courtois" (French).

Round Table Conference. A resultless conference of representatives of the Gladstonian Liberals and Liberal-Unionists in 1887, the object of which was to effect a reunion of the Liberal party.

Roundway Down (round'wā down). A place near Devizes, Wilts, England, at which the Parliamentary forces under Waller were totally defeated by the Royalists under Hopton, July 13, 1643.

Rouphia. See *Alpheus*.

Rouroutou Island. See *Burutu Island*.

Rous, or Rouse (rous), **Francis.** Born at Halton, Cornwall, 1579; died at Acton, Jan. 7, 1659. An English Puritan, noted as the author of a metrical version of the Psalms (1646). He was educated at Oxford, was a member of the Long Parliament and the Westminster Assembly of Divines, and in 1643 was appointed provost of Eton. His version is that still used in the Scottish churches.

Roussay (rō'sā). One of the Orkney Islands, Scotland, 1 mile north of Mainland. Length, 6 miles.

112. Specimen extract from Webster's International Dictionary. —

Stare (stár), *n.* [AS. *ster*. See **STARLING**.] (*Zoöl.*)

The starling. [*Obs.*]

Stare, *v. t.* [*imp.* & *p. p.* **STARRED** (stárd); *p. pr.* & *vb. n.* **STARING**.] [AS. *starian*; akin to LG. & D. *staren*, OHG. *starēn*, G. *starren*, Icel. *stara*; cf. Icel. *stira*, Dan. *stirre*, Sw. *stirra*, and G. *starr* stiff, rigid, fixed, Gr. *στερεός* solid (E. *stereo*), Skr. *sthira* firm, strong. √166. Cf. **STERILE**.] 1. To look with fixed eyes wide open, as through fear, wonder, surprise, impudence, etc.; to fasten an earnest and prolonged gaze on some object.

For ever upon the ground I see thee stare. *Chaucer.*

Look not big, nor stamp, nor stare, nor fret. *Shak.*

2. To be very conspicuous on account of size, prominence, color, or brilliancy; as, *staring* windows or colors.

3. To stand out; to project; to bristle. [*Obs.*]

Makest my blood cold, and my hair to stare. *Shak.*

Take off all the *staring* straws and jags in the hive. *Mortimer.*

Syn. — To gaze; to look earnestly. See **GAZE**.

Stare, *v. i.* To look earnestly at; to gaze at.

I will stare him out of his wits. *Shak.*

To stare in the face, to be before the eyes, or to be undeniably evident. "The law . . . stares them in the face whilst they are breaking it." *Locke.*

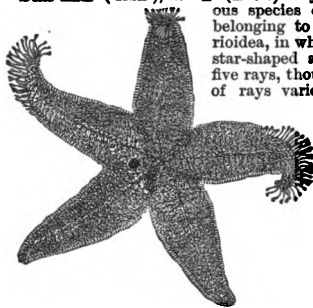
Stare, *n.* The act of staring; a fixed look with eyes wide open. "A dull and stupid stare." *Churchill.*

Star'er (stár'ér), *n.* One who stares, or gazes.

Starl' (stárf), *obs. imp.* of **STARVE**. Starved. *Chaucer.*

Starfinch' (stárf'inch'), *n.* (*Zoöl.*) The European redstart.

Starfish' (-fish'), *n.* 1. (*Zoöl.*) Any one of numerous species of echinoderms belonging to the class Asteroidea, in which the body is star-shaped and usually has five rays, though the number of rays varies from five to forty or more.



Common American Starfish (*Asterias vulgaris*). ($\frac{3}{4}$)

The rays are often long, but are sometimes so short as to appear only as angles to the disklike body. Called also *sea star*, *five-finger*, and *stellid*.

The ophiuroidea are also sometimes called star-

fishes. See **BRITTLE STAR**, and **OPHIUROIDEA**.

2. (*Zoöl.*) The dollar fish, or butterfish.

Star, *sen*âte, cäre, äm, ärm, äsk, änal, äll; äve, ävent, änd, färm, recent; ice, ideo, ill; äld, äbey, örb, ödd; äse, änite, rydc, full, äp, änn; pity; fööd, fööt; out, oil; chair; gö; sing, ink; then, thin; bow; zh = z in azure.

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113. Specimen extracts from the appendix of Webster's International Dictionary. —

EXPLANATORY AND PRONOUNCING DICTIONARY OF THE NAMES OF NOTED FICTITIOUS PERSONS, PLACES, ETC.

Hec'tor (hĕk'tôr). [L., fr. Gr. Ἑκτωρ.] In Homer's "Iliad," one of the sons of Priam, and the bravest of the Trojan warriors. He was killed by Achilles, who dragged his body at the tail of his chariot three times around the walls of Troy.

Hec'u-ba (hĕk'ū-bā). [L., from Gr. Ἑκάβη.] In Homer's "Iliad," the wife of Priam, King of Troy.

Heep, U-ri'ah (ū-rī'ah hĕp). A detestable character in Dickens's novel "David Copperfield," who, under the garb of the most abject humility, conceals a diabolic malignity. "I am well aware that I am the umblest person going," said Uriah Heep modestly; "let the other be where he may."

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A PRONOUNCING GAZETTEER OR GEOGRAPHICAL DICTIONARY OF THE WORLD.

- Mississippi** (mĭs'sĭp'pĭ) riv. U. S. A. 3,000 m. long, from divide few miles S of Itasca lake, Minn. to Gulf of Mex.; length fr. headwaters of Missouri to Gulf, 3,700 m. — state, S E U. S. A. 46,810 □ pop. 1,551, * Jackson. — co. N E Ark. 842 □ pop. 16, X Osceola. — co. S E Mo. 417 □ pop. 12, X Charleston.
- Missolonghi** (mĭs'sŏ-lŏn'gĭ) cml. town, coast of Acarnania & Ætolia nome, Greece; Byron died here in 1824 10
- Missoula** (mĭ-zŏŏ'lā) co. N W Mont. 6,385 □ pop. 14. — its X pop. 4.
- Missouri** (mĭs-zŏŏ'rĭ or mĭz-zŏŏ'rĭ; locally mĭz-zŏŏ'rŭ) riv. U. S. A. about 3,000 m. long, Rocky mts. to Mississippi riv. — state, cen. U. S. A. 69,415 □ pop. 3,107, * Jefferson City.

□ means square miles; *, capital; X, co. seat; agr., agricultural; cml., commercial; mfg., manufacturing; min., mining; spt., seaport; tp., township; vil., village. Population is given in nearest thousands: 2 = 1,500 to 2,499; 3 = 2,500 to 3,499, etc.; less than 1,000 not given. See *Abbreviations*, p. 1919.

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A PRONOUNCING BIOGRAPHICAL DICTIONARY.

- Lincoln** (lĭn'kŭn), Abraham. 16th pres. of U. S. (1861-65) 1809-1865.
- Lincoln**, Benjamin. American Revolutionary general 1733-1810.
- Lincoln**, Levi. American lawyer and statesman 1749-1820.
- Lincoln**, Levi. Son of preceding. American lawyer and statesman 1782-1868.
- Lind** (lĭnd), Jenny. Madame Goldschmidt. Swedish vocalist 1820-1887.

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QUOTATIONS, WORDS, PHRASES, PROVERBS . . . FROM . . .
FOREIGN LANGUAGES.

Distingué. [F.] Distinguished; eminent.
Distract [F.] Absent in thought; absent-minded.
Diverso intuitu. [L.] With a different intent or purpose; in a different view, or point of view; by a different course.
Divertissement. [F.] Amusement; sport.
Divide et impera. [L.] Divide and rule.
Divoto. [It.] Devoted

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ABBREVIATIONS AND CONTRACTIONS USED IN WRITING AND
PRINTING.

| D. | E. |
|-------------------------------|---|
| D. [L.] Deus; Dominicus; Dux. | E. East; Eastern (Postal District, London); Earl; Edinburgh; Erbium; English. |
| D. David; Didymium; Dublin; | E., or e. Eagle, Eagles. |
| Duke; Duchess; Dowager; | ea. Each. |
| Dose; Dutch. | eb. Erbium. |
| D., or d. Day; Died; Dime; | Eben. Ebenezer. |
| Daughter; Deputy; Degree. — | Ebor. (Eboracum.) York. |
| (Denarius, or denarii.) A | E. C. Eastern Central (Postal District, London); Established Church. |
| penny, or pence. | |
| Da. Davyum. | |
| Dan. Danish; Daniel. | |

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ARBITRARY SIGNS USED IN WRITING AND PRINTING.

I. ASTRONOMICAL.

1. SUN, GREATER PLANETS, ETC.

| | | | |
|---------|-------------------|------------|--------------------|
| ☉ or ☼ | The Sun; Sunday. | ♁, ♀, or ♂ | The Earth. |
| ☾ or ☾ | The Moon; Monday. | ♂ | Mars; Tuesday. |
| ☾ | New Moon. | ♃ | Jupiter; Thursday. |
| ☾, or ☾ | First Quarter. | ♄ | Saturn; Saturday. |
| ☾, or ☾ | Full Moon. | ♅, or ♁ | Uranus. |

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For a summary of the lists found in the Appendix of Webster's International Dictionary, see the paragraph on Webster's International Dictionary, page 36.

114. Specimen extract from Webster's New International Dictionary. —

oil (oil), *n.* [ME. *oile*, OF. *oile*, *oille*, F. *huile*, fr. L. *oleum*, fr. Gr. *ἐλαιον*. Cf. OLIVE.] 1. Any of a large class of unctuous combustible substances which are liquid, or at least easily liquefiable on warming, and soluble in ether, but not in water. They are usually lighter than water and soluble also in alcohol. According to their origin, oils are classed as **vegetable**, **animal**, and **mineral**, oils; according to their behavior on heating, as **fixed**, or **fatty**, and **volatile**, or **essential**, oils. Most fixed oils belong chemically to the fats, stearin and palmitin usually prevailing in the solid oils and fats, and olein in liquid ones. See **FAT**, **WAX**. The fixed oils are classed as **drying**, **semidrying**, and **nondrying**, oils, according to the degree to which they thicken by absorbing oxygen. The animal and vegetable oils, fats, and waxes have been grouped thus: 1. Olive oil group: vegetable, non-drying. 2. Cottonseed oil group: vegetable, semidrying. 3. Linseed oil group: vegetable, drying. 4. Castor oil group: vegetable, viscous, medicinal. 5. Palm oil group: vegetable, solid fats. 6. Coconut oil group: vegetable, solid, partly waxlike. 7. Lard oil group: animal, liquid fats. 8. Tallow group: animal, solid fats. 9. Whale oil group: marine animals, liquid fats. 10. Sperm oil group: animal, liquid waxes. 11. Spermaceti group: solid waxes. The origin of mineral oils is uncertain. See **PETROLEUM**.

See **TABLE OF OILS AND FATS**, on p. 1496.

2. Any substance of an oily consistency; as, *oil of vitriol*.

3. *Art.* a Oil color; as, to paint in *oil*. b A painting in oil colors; — usually in *pl.*; as, *fine oils*. *Colloq.*

4. Short for **OILSKIN**: — usually in *pl.* *Colloq.*

oil of amber, a colorless to yellowish brown oil of empyreumatic odor and acrid taste, made by dry distillation of amber. It is used in medicine as a stimulant, antispasmodic, and rubefacient. — *e.* of *bitter almonds*, *bitter-almond oil*. See **OIL**, *Table I*. The artificial or imitation oil of bitter almonds is nitrobenzene. — *e.* of *brick*, empyreumatic oil obtained by subjecting a brick soaked in oil to distillation at a high temperature, — used by lapidaries as a vehicle for the emery by which stones and gems are sawn or cut. — *e.* of *cade*. See **1st CADE**. — *e.* of *caoutchouc*, a mixture of hydrocarbons obtained by the dry distillation of caoutchouc; — called also *caoutchoucine*. — *e.* of *flints*, *Old Chem.*, liquor of flints. — *e.* of *mirbane*, *Chem.*, nitrobenzene. — *e.* of *myrcia*. = **BAY OIL** a. — *e.* of *philosophers'*. See **PHILOSOPHER'S OIL**. — *e.* of *spike*. See **2d ASPIC**. — *e.* of *talc*, a nostrum of calcined talc, famous in the 17th century as a cosmetic. *Obs.* — *e.* of the Dutch chemists, *Old Chem.*, ethylene chloride. — *e.* of *vitriol*, concentrated sulphuric acid. See **SULPHURIC ACID**. — *e.* of *wine*, osmanthic ether. — *e.* *emphacine*. See **OMPHACINE**.

oil (oil), *v. t.*; **OILED** (oild); **oil/ins**. 1. To anoint ceremonially with oil. *Obs.*

2. To smear or rub over with oil; to lubricate with oil; to furnish or feed with oil.

3. *Fig.* a To bribe; as, to *oil* a person's hand. b To make bland or smooth; to flatter; as, to *oil* the tongue.

4. To turn into, or make of the consistence of, oil.

oil, *v. i.* To become like oil in consistence.

āle, *senāte*, *cāre*, *ām*, *āccount*, *ārm*, *āsk*, *sofā*; *ēve*, *ēvent*, *ēnd*, *recēnt*, *makēr*; *ice*, *ill*; *ōld*, *ōbey*, *ōrb*, *ōdd*, *sōft*, *cōnnect*; *ūse*, *ūnite*, *ūrn*, *ūp*, *circūis*; *menūi*. Foreign Word. † Obsolete Variant of. + combined with. = equals.

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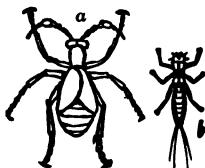
oil beetle. Any beetle of the genus *Meloe* or an allied genus having a swollen body and short elytra which overlap at the base instead of meeting in a straight line. They pass through more than the usual number of stages in their development. When disturbed they emit from the joints of the legs a yellowish oily liquid.

oil berry. a An olive. *Obs.*

b The fruit of the oil palm.

oil/bird', n. The guacharo.

oil blue. A blue pigment, essentially a sulphide of copper ground and mixed with oil.



a Oil Beetle (*Meloe angusticollis*). (4) b Triungulin, or Early Larva, enlarged.

O'gor, n. = UIGUR.

ogrefe. + AGRIEF.

o'gre-ish-ly, adv. of OGREISH

o'gre-lan (o'gē-lā'm), **o'grism**

(o'griz'm), n. See -ISM.

o'gress (o'grēs), n. [F. *ogresse*.]

Her. = PELLET, n., 4.

o'grish, o'grism. Vars. of

OGREISH, OGREISM.

o'Groat', John (o-grōt'; o-

grōt'), or **Johnny Groat.** A name

which occurs in the phrase

"John o' Groat's House," designat-

ing an ancient building formerly

situated near Duncansby

Head, the most northerly point

in Great Britain. John o' Groat,

or Groot, and his brothers are said

to have been Hollanders who

settled in Scotland about 1483.

ogt. + OUGHT, n. & adv.

og'thi-ern. Var. of OGTIERN R.

ogtjern, n. [Ir. *og-thierna* young

lord.] A young lord. *Obs.*

O-gyg'e-an. Var. of OGYGIAN

O-gyg'ia (o-jī'yā), n. [L., fr

Gr. *Ovyia*.] See CALYPSO, I.

ogyl, v. i. [CF. UGLY.] To shud-

der. *Obs.*

oh. + OWE.

oh, v. t. & i. To exclaim *oh*!

O'had (o'hād) *Bib.*

O. H. B. M. S. *Abbr.* On His (or

Her) Britannic Majesty's Service.

o'he! [am sa'tis est. [L.] Ho

there! there is enough already.

Horace, Plautus, Martial.

O'hel (o'hēl). *Bib.*

O. H. G., or OHG. *Abbr.* Old

High German.

oh-hone. + OCHONE.

o-hi'a (o-hē'a), n. [Hawaiian.]

a Any of several timber trees of

the genus *Metrosideros*. b Malay

apple. *Hawaii*, [buckeye.]

Ohie buckeye. The yellow

ohm'ad (5m'ād), n. = OHM.

Obs. or R.

ohm'am'me'ter, n. A com-

bined ohmmeter and ammeter.

ohm mile. *Elec.* A resistance of

one ohm per mile.

O. H. M. S. *Abbr.* On His (or

Her) Majesty's Service.

Ohm's prism. A simple form

of biprism (in sense a).

oh'ne Hast', oh'ne Rast' (o'nē

hāst', o'nē rāst'). [G.] With-

out haste, without rest; -- said

of the sun or stars. Motto of

Goethe.

ohnien. + OWN.

O'ho-lai (o'hō-lā; o-hō'-). *D.*

Bib.

O'ho-lai (-li). *D. Bib.*

o-hon'e' (o-hōn'). Var. of

UCHONE.

oh't + AUGHT. [OWE.]

oh'te + OUGHT; *obs.* pret. of

oh't-scipen. [CF. ME. *oh't, aweiht*,

augh't, E. AUGHT, -SHIP.]

Bravery; worth. *Obs.*

ohut. + AUGHT.

oi-dem'a-tous (oi-dēm'a-tūs; oi-

dē'mā-) Var. of EDEMATOUS.

oler. + OYER.

olez. + OYEZ.

oignement. + OINTMENT.

oi'gnon' (oi'nyōn'), n.; pl.

-GNONS (-nyōn'). [F.] Onion.

O-i'i (o-i'i), n. [Maori.] A

mutton bird (*Puffinus griseus*)

of New Zealand.

oi'ki-o-ma'ni-a (oi'kyō-mā'-

ni-ā). Var. of OECIOMANIA

oi'kist (oi'kist), oi'koid, etc.

Vars. of OECIST, OECOID, etc.

oi-kol'o-gy (oi-kōl'ō-jī), n. [Gr

oikos house + *-logy*.] 1. Var.

of ECOLOGY.

2. The science of housekeeping;

household economics. [*Obs.*]

oli, n. [CF. OLIO.] = OLIO, I.

food, foot; out, oil; chair; go; sing, ipk; then, thin; nature, verdure (250); **x = ch** in *G. ich, ach* (144); **box; yet; zh = z** in *azure*. Numbers refer to §§ in Gums.

Full explanations of Abbreviations, Signs, etc., immediately precede the Vocabulary.

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The gazetteer, biographical dictionary and list of arbitrary signs are similar in form to the corresponding lists in the appendix of Webster's International Dictionary. See Section 113.

115. Specimen extract from the Standard Dictionary. —

de-sert', *de-zert'*, *v.* **I. t.** 1. To depart from or leave permanently, as a place where one is wont or expected to remain, or a person having legal or moral claims upon one; forsake; especially, to abandon without regard to the welfare of the abandoned: commonly with an implication of blame; as, to *desert* one's family. 2. *Mil.* To forsake in violation of one's oath or orders, as a service, post, etc.; abscond from; as, to *desert* one's regiment or one's colors.

The Roman sentry . . . stood, amid the crashing elements; he had not received the permission to *desert* his station and escape.

BULWER-LYTTON *Last Days of Pompeii* bk. v, ch. 6, p. 275. [MUN. & CO.]

II. i. To forsake a post or station without leave, especially in military or naval service; run away. [*< F. désertier, < LL. deserto, < L. deservo, < de, from, + sero, join.*]

Synonyms: see ABANDON; ABDICATE.

des'ert, *dez'ert*, *a.* 1. Like a desert; uninhabited; barren; waste; as, a *desert* place; used also figuratively; as, *desert* souls. 2. Of or pertaining to a desert; as, *desert* fauna or flora; *desert* tribes. [OF., *< L. desertus*, pp. of *deservo*; see DESERT, *v.*]

Synonyms: see ARID.

des'ert', *n.* *Geog.* A region that is wholly or approximately without vegetation. Such regions are rainless, usually sandy, and commonly not habitable.

Scorched by the sun and furnace-breath
Of the red desert's wind of death.

WHITTIER *Derne* st. 7.

Compounds:—des'ert-chough', *n.* A short-winged fringilline bird or chough (genus *Podiceps*) of central Asia.—**d.-falcon**, *n.* A falcon (subgenus *Gennasa*), as a lanner or saker.—**d.-hare**, *n.* A variety of the cottontail (*Lepus sylvaticus*, var. *arizonae*) found in the southwestern United States.—**d.-lynx**, *n.* The caracal.—**d.-mouse**, *n.* A

field-mouse (*Calomys eremicus*) of the plains of the western United States.—**d.-snake**, *n.* A sand-snake of *Psammophis* or a related genus.—**d.-willow**, *n.* A small American tree (*Chilopsis sagina*), with long white or purplish flowers.

de-sert', *de-zert'*, *n.* 1.

The state of deserving reward or punishment; merit or demerit, but often limited to the former when used without qualification; as, *desert* sometimes falls of its reward.

Here Alexander assembled all the governors of provinces . . . and rewarded or punished them according to their *deserts*.

KIGHTLEY *Greece* pt. iii, ch. 3, p. 414. [H. & CO.]

2. That which is deserved or merited: often used in the plural; as, some men fail to get their *deserts*.

Give them after the work of their hands; render to them their *desert*.

[*< OF. deserte, < deservir; see DESERVE.*]

sofa, *fārm*, *gask*; **at**, *fāre*, *accord*; **element**, *gr = over*, *eight*, *ē = usage*; **tin**, *machine*, *ē = renew*; **obey**, *nō*; **net**, *nēr*, *atom*; **full**, *rūle*; **but**, *būrn*; **aisle**; **an** = *out*; **oil**; **ifū** = *teud*, *ifū* = *future*; **c = k**; **church**; **dh** = *the*; **go**, *sing*, *lupk*; **so**; **thin**; **zh** = *azure*; **F. bon**, *dūne*. *<*, *from*; *t*, *obsolete*; *†*, *variant*.

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The Desert-lynx (*Felis caracal*). ^{1/18}

116. Specimen extract from the Appendix of the Standard Dictionary. —

PROPER NAMES OF ALL KINDS WITH THEIR PRONUNCIATION.

- Pic-tou'**, pic-tū'. **1.** Co.; Nova Scotia prov., Can.; 1,125 □; p. 33,459. **2.** Its *; p. 3,325; port of entry; coal.
- Pic-tured Rocks**, cliffs; S. shore Lake Superior, Schoolcraft co., Mich.; eroded figures on sea-face; resort.
- Pi'cus**, pul'cus [*Rom. Myth.*], king of Latium; f. of Faunus; turned into a woodpecker by Circe. **Pi'kos**; [Gr.].
- Pidg'con Peak**, Col., mt.; 13,928 ft.
- Pied'mont**, pid'mont. **1.** Former principality; It.; * Turin; now Alessandria, Cuneo, Novara, and Torino provinces. **2.** Vil.; Calhoun co., Ala.; p. 1,745. **3.** Town; Mineral co., W. Va.; p. 2,115.
- Pied Pi'per of Ha'meln** or **Hame'lin**, ham'lin, in old German legend, a wandering minstrel who rid the town of Hameln in Brunswick of its pest of rats by playing on his pipe, and, when the agreed recompense was refused, by entrancing music drew the children of the town after him into a hill; celebrated in a poem by Robert Browning.
- Pierce**, pirs. **1.** **Frank'lin** [1804-1869], 14th President of the U. S. **2.** **George Fos'ter** [1811-1884], Am. M. E. bishop. **3.** Co.; S. E. Ga.; 518 □; p. 8,100; ○ Blackshear. **4.** Co.; N. E. Neb.; 568 □; p. 8,445; ○ Pierce. **5.** Co.; N. N. Dak.; 1,008 □; p. 4,765; ○ Rugby. **6.** Co.; W. cen. Wash.; 1,554 □; p. 35,515; ○ Tacoma. **7.** Co.; W. Wis.; 543 □; p. 23,943; ○ Ellsworth. **8.** City; Lawrence co., Mo.; p. 2,151.

sofa, ārm, gāk; **at**, fāre, accord; **elemēt**, gr = over, eight, ſ = usage; **tīn**, machīne, ſ = renew; **obey**, nō; **nēt**, nōr, atēm; **full**, rīle; **but**, būrn; **aisle**; **au** = out; **oil**; **īd** = feud, **īd** = future; **c** = k; **church**; **dh** = the; **go**, sing, **īpk**; **so**; **thin**; **zh** = azure; **F. bonn**, dūne. <, from; †, obsolete; ‡, variant.

□, square miles. *, capital. ○, county-seat.

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For a summary of the lists found in the Appendix of the Standard Dictionary, see the paragraph on the Standard Dictionary, pages 35-36.

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